

**USER'S GUIDE FOR  
THE CAMPUS SAFETY AND SECURITY  
WEB-BASED DATA COLLECTION**

**U.S. Department of Education  
Office of Postsecondary Education**

**2015**

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## Please read this before you begin the survey...

All Title IV postsecondary institutions are required to participate in this data collection with **two exceptions**:

1. If your institution has a **campus that opened after January 31st** in the latest calendar year for which the survey collects data, that campus isn't required to complete the survey. For example, if the campus opened in September 2014, the campus shouldn't complete the 2015 survey which collects statistics for the entire 2014 calendar year. The campus is, however, required to comply with all other *HEA* safety- and security-related requirements and will be required to complete the 2016 survey.
2. If yours is a **distance education-only institution**, the institution isn't required to complete the survey. (Read Chapter 1 in *The Handbook for Campus Safety and Security Reporting* to confirm that your institution meets the definition of a distance education-only institution.) Please call our help desk when you receive the survey registration packet so that we can update the database with this information.

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## General Information about the Survey Application

The specific data entry screens for each institution are determined by responses to the Screening Questions. You won't have screens that don't pertain to your institution. For example, if your answer to the Screening Question indicates that your institution doesn't have any noncampus buildings or property, you won't have screens for noncampus statistics. If you indicate that your institution doesn't have any on-campus student housing facilities, you won't have screens for on-campus student housing facilities. However, instructions in this user's guide address all schools that participate in the survey. Please apply the information as appropriate for your school. So if you don't have noncampus buildings or property and/or on-campus student housing facilities, follow the instructions that apply to your school's Clery geography and ignore the instructions that apply specifically to noncampus locations and/or on-campus student housing facilities.

**Note:** If your institution had on-campus student housing facilities in 2013, but not in 2014, you will still have screens for fire statistics. This will allow you to revise your 2013 data if necessary.

## Browsers and Cookies

The survey application works best with **Internet Explorer**. To download **Internet Explorer** for free, go to <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>. The survey application has also been formatted to work in Firefox and Chrome.

Once you've logged in to the Campus Safety and Security Survey, a cookie is used to insure that you alone are allowed to access your institution's data and to insure that no unauthorized users can modify the existing data. A cookie is a small file that a website transfers to your computer's hard drive, usually to keep track of you while you are connected to that site. The cookies on the Campus Safety and Security Survey site don't collect information about you; they collect information about your browser session. The cookie makes it easier for the Campus Safety and Security Survey system to keep track of your login information, without having to provide the same information again as you move from one screen to another. The cookie and the information about your session are destroyed immediately after

you close your browser, and aren't stored on your computer. For more information, please select the **Privacy Statement** link on the survey Log In screen.

## Multiple Campuses

If your institution has **multiple campuses**, a separate survey form must be completed for each campus. A campus with its own IPEDS number has its own User ID and password. A campus that shares an IPEDS number with the main campus doesn't have its own User ID and password. The survey form is accessed from a drop-down box on the Survey Navigation/Status screen.

At the bottom of the Survey Navigation/Status screen is a list of all the current campuses that are to be reported for.

Campus Summary			
Campus Name	Status	Identification	Survey Status
Main campus (001)	New	Complete	Has Data
Third Campus (003)	New	Not Updated	Identification

Under the Campus List link, you will find a listing of all current and any previous campuses for which your institution has reported. If a campus is closed or no longer operating as a campus, the status will be listed as In Active.

Campus List				
Campus Name	Main Campus	Location	Status	Identification
Main campus (001)	<input checked="" type="radio"/>	1 Address Test, AL 99999	New	Updated
Additional Campus (002)	<input type="radio"/>	2 Address Other City, AL 22222	InActive	Not Updated
Third Campus (003)	<input type="radio"/>	3 Address Yetanother City, AL 33333	New	Not Updated

## Getting Help with the Survey

There are various ways of getting help with the survey:

**Online help features:** There are various help features throughout the survey. On the left side of the Log In screen, there are links to access **Survey Forms** to use as worksheets, ***The Handbook for Campus Safety and Security Reporting***, the **Campus Safety and Security Reporting Training** program, the **Glossary**, copies of this year's **Chief Executive Officer** and **CSSA letters**, and **selected Help Desk E-Mails**. At the top of the screen there is a button to access this **user's guide** in its entirety.

After you log in, a horizontal menu bar appears at the top of your screen. You can select the **Help** button on the bar to access the same links. You can also select underlined terms on the data entry screens to get their definitions from the **Glossary**.

On every survey screen you can select the **Need help? Click here for screen instructions** link to get screen-specific instructions from this user's guide for completing that screen.

**Help desk:** Assistance from the Campus Safety Help Desk is available toll-free by telephone at **(800) 435-5985** and e-mail ([campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com)) year-round. The telephone help desk is staffed from 8:00 a.m. to 6:00 p.m. Eastern time, Monday through Friday. Voice mail is available at all times.

If a staff member is not available when you call, please leave a message with the following information and someone will return your call as soon as possible:

- Your name and title
- The name of your school
- A brief description of why you are calling
- Your telephone number
- The best time to call you back

If you e-mail the help desk, please include the following information and someone will respond as soon as possible:

- Your name and title
- The name of your school
- A detailed description of the problem you are having

Please note that if you call the help desk and leave a message, there is no need to e-mail the help desk as well, and vice versa.

## Navigation

- **Data fields:** On each data entry screen you can move from one data field to the next using the tab key or you can position the cursor with your mouse to make a selection.
- **Screens:** You can move from screen to screen in two ways:
  - After you complete a screen, select the **Next** or **Previous** button at the bottom of the screen to move through the survey screens sequentially.
  - Use the navigation menu on the left side of each screen to either move through the survey screens sequentially or to select a specific screen.

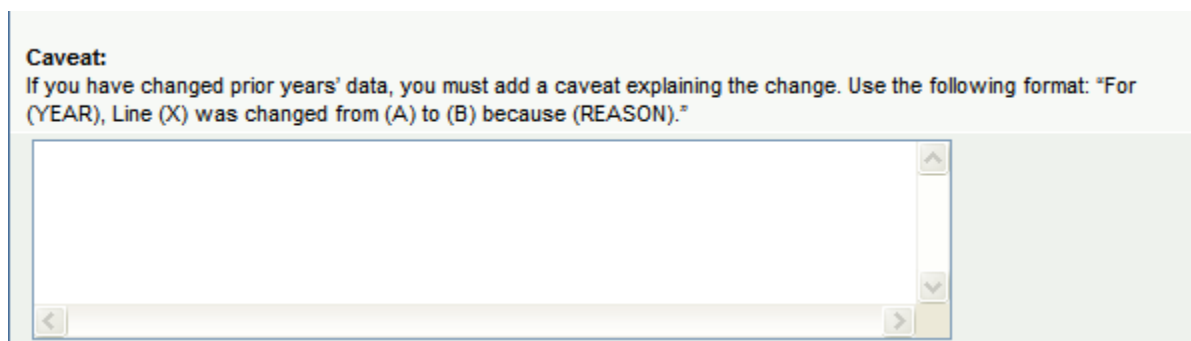
You can complete the survey during one session, or complete it over multiple sessions. Remember to save your data as you complete each screen and to close your browser when you log out of the survey.

**Note:** Do not use the **Back** button to navigate through the screens as the system cannot save your text.

## Caveat Boxes

Each data entry screen has a caveat box. It provides space to write anything you think would help the reader better understand the data on that specific screen. For example, if your institution opened an on-campus student housing facility for the first time last year, it would be helpful to provide a caveat explaining why crime statistics for the “On-campus Student Housing Facilities” category are included for only the most recent year. You can also use a caveat box if you want to disclose non-Clery crimes, for example the number and type of crimes that occurred in a part of the city that students frequently visit. Be sure to indicate that those non-Clery crimes are not included in the survey table.

Because your caveat will appear on the public site, please check your spelling and grammar, and make sure that the caveat will be easily understood by anyone who reads it. Do not include any personally identifying information or any messages to the help desk.



The screenshot shows a web-based survey interface. At the top, there is a label "Caveat:" followed by a text instruction: "If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: 'For (YEAR), Line (X) was changed from (A) to (B) because (REASON).'" Below this instruction is a large, empty text area with a light blue border and a vertical scrollbar on the right side, intended for the user to enter their caveat.

**Caveats are optional with two exceptions.** If you change the data in the 2013 column, you must explain what data were changed and the reason for the change in the caveat box. If you need to make changes to your school’s 2012 data, enter the change in the caveat box along with an explanation of why the change was made. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).” See Appendix B for full details.**

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

In 2012, line f was changed from 1 to 0 because an incident of simple assault was misclassified.


Be concise when providing additional text as each caveat box only allows 1,000 characters. Please do not include duplicate caveats (i.e., the same caveat on multiple screens). Again, we suggest that you double-check your entries for spelling and grammar because the caveats will appear along with your data on the Office of Postsecondary Education's public website.

**Note:** Do not use the symbols < or > in your text. The survey system cannot save your text if you do. Also, if you do not want to add a caveat to your data, please do not write "None," "N/A," or similar text in the caveat box as we will have to delete it. Thank you.

## Errors

If the system detects an error when you try to save data on a specific screen, there will be an **icon** next to the associated data field. Select the icon to get an explanation of the problem.

The  icon indicates a **fatal error** that must be fixed before you can lock your survey.

The  icon indicates that a **confirmation or explanation** is needed before you can lock your survey. Enter a concise and informative confirmation/explanation in the box provided. **Please do not use the caveat box for this purpose.** The confirmation/explanation text that you enter in the box will be read by our content specialists, but will not appear on the public website.

Example of an **acceptable** confirmation/explanation

Error Description	
Error Message	The number entered, 22, is not within the expected range. Please explain or fix.
<p>Enter explanation below:</p> <p>22 is the correct number. We increased our police force and increased the number of drug-related arrests.</p>	
<p>If you need assistance, please contact the Campus Safety Help Desk at (800) 435-5985 or e-mail the help desk at <a href="mailto:campussafetyhelp@westat.com">campussafetyhelp@westat.com</a>.</p> <p><b>Remember to select save after you enter your confirmation/explanation.</b></p> <p><b>Save</b> <b>Close</b></p> <p>* Remember that each time you correct an error(s), you must click the 'Save' button on the bottom of that survey screen. * Each time you enter an explanation, you must click on the 'Save' button at the bottom of the pop-up screen.</p>	

Example of an **unacceptable** confirmation/explanation

Error Description		
<table border="1"><thead><tr><th>Error Message</th></tr></thead><tbody><tr><td>The number entered, 22, is not within the expected range. Please explain or fix.</td></tr></tbody></table> <p>Enter explanation below:</p> <div><div>This is correct</div><div></div></div> <p>If you need assistance, please contact the Campus Safety Help Desk at (800) 435-5985 or e-mail the help desk at <a href="mailto:campussafetyhelp@westat.com">campussafetyhelp@westat.com</a>.</p> <div><div>Save</div><div>Close</div></div> <p>* Remember that each time you correct an error(s), you must click the 'Save' button on the bottom of that survey screen. * Each time you enter an explanation, you must click on the 'Save' button at the bottom of the pop-up screen.</p>	Error Message	The number entered, 22, is not within the expected range. Please explain or fix.
Error Message		
The number entered, 22, is not within the expected range. Please explain or fix.		

There are two ways to check the status of your survey. To check the status of specific screens go to the Survey Navigation/Status screen. The status for each screen will read “Updated” or “Not Updated.” To check the status of the survey, go to the Survey Navigation/Status screen and select the Am I done? Click [here](#) for answer link. This link will appear once you complete the preliminary survey screens (i.e., the screens that must be completed before you can enter your statistics).

Am I Done?

**No, you are not done until the following surveys have been completed and locked:**

**Sample University: Main campus (001)**

Close window

## Printing Survey Screens

There are various ways to print your survey screens.

- To print **blank** screens:
  - Select **Print Survey Forms** on the Log In screen. Select **Print Form**. Select **Print Form(s)** at either the top or bottom of the screen.
  - From any screen you can select **Forms for Printing** on the menu bar at the top of your screen. Select **Printable Read-Only Survey Form**. Select **Print Form**. Select **Print Form(s)** at either the top or bottom of the screen.

Note: You cannot use these forms for data entry. You must log into the system to enter and record your data.

- To print screens with partial or completed data:
  - Select **Forms for Printing** on the menu bar at the top of any screen in the survey. Then select **Survey Forms (Data)**. Depending on your answers to the Screening Questions and the screens appropriate for your institution, there will be from 1-6 data headings available under the **Survey** subheading: **Institution Information, Crime Data, 2012 Fire Data, 2013 Fire Data, 2014 Fire Data, and Fire Data Summary**. Select the View Form link across from a data heading and then select **Print Form(s)** at either the top or bottom of the screen.
  - Go to the bottom of the Survey Navigation/Status screen. Depending on your answers to the Screening Questions and the screens appropriate for your institution, there will be from 2-6 links available under the **Print/Get PDF** subheading. The links are: **Institution Information, Crime Data, 2012 Fire Data, 2013 Fire Data, 2014 Fire Data, and Fire Data Summary**. Select a link and then select **Print Form(s)** at either the top or bottom of the screen.
  - To print a PDF file: Follow the instructions above for printing your completed screens. Select **Get PDF File** at either the top or bottom of the screen.

## Other Important Information

- **Reporting period:** Disclose statistics for crimes and fires reported in the *previous* calendar year (i.e., the 2015 survey collects data for crimes and fires reported Jan. 1, 2014– Dec. 31, 2014).
- **Use whole numbers:** Enter whole numbers only. Zero is considered a statistic, so if there are no reported crimes for a category, enter 0 for that category. If you leave the category blank you will get an error icon.
- **Adding campuses:** If your institution has more than one campus, each campus must comply independently with all of the Clery Act and the fire- and safety-related HEA requirements and submit separate statistics in the online survey. Remember that campuses that opened after Jan. 31, 2014 will not get added to the database for the 2015 survey, but must still comply with all of the other safety- and security-related *HEA* requirements



For the purpose of *Clery Act* requirements, consider an additional location a separate campus if it meets all of the following criteria:

- Your institution owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

An **organized program of study** means that the location offers courses in educational programs leading to a degree, certificate, or other recognized credential.

**Administrative personnel** encompass a variety of individuals who may have some responsibility for the activities that take place at the location; administrative personnel, for example, include a director, a building coordinator, a registrar or a secretary. It is not necessary for administrative personnel to be on site at all times in order for the location to qualify as a separate campus; the location might share a rotating administrator who is scheduled to be on site once a week. If your institution owns or controls noncontiguous academic locations where students take a course or two and there are no administrative personnel on site, those are not separate campuses – they are noncampus locations.

To add a campus, please contact the help desk and provide the following information:

- The name of the main institution.
- The complete name and address of the new location.
- The date the new location opened.
- Whether the new location has administrative personnel or anyone acting in an administrative position on site.
- Whether the location offers an organized program of study.

**See Appendix A for complete details.**

- **Deleting campuses:** You must also contact the help desk if you need a campus deleted (for example, if the location closed or if it was added as a separate campus but was later determined to be a noncampus location). If the campus has closed, please provide us with the month, year, and reason that it closed. If there are plans to re-open the campus, please let us know the approximate date.
- **Reporting for a campus that has changed locations:** If your campus moved to a new location partway through 2014, you will still complete only one survey form for that campus. Just add a caveat to the Criminal Offenses - On Campus screen that informs the reader of the move and when it took place.
- **Reporting for a shared campus:** If your school shares an entire campus with another Title IV school, each school must complete a survey form and must disclose statistics for the entire campus. If your school has a written contract giving it use only of a specific part



of the other school's campus (for example, two buildings and a parking lot), disclose statistics only for the buildings and property specified in the contract.

- **Reporting for multiple institutions:** If you are a CSSA who is responsible for completing surveys for 5 or more institutions with separate Unit IDs, the system refers to you as a **multi-keyholder**. You will be issued a single User ID (7 characters beginning with 88G) and password for all of those institutions. You will only need to register once. When you select the **Update** button on the Registration screen, the Registration screen for each of the other surveys will automatically update.

You will then have a list of the institutions for which you must complete surveys. Please make sure that the list is up to date. To add an institution or delete an institution from the list, please contact the help desk.

Search Results					
Institution	Unit ID	OPEID	Location	Institution Status	Survey Status
Example College 1	900001		TEST CITY, DC	Active	Identification
Example College 2	900002		TEST CITY, DC	Active	Identification

To select an institution from the list, select the institution name and then begin the survey. The data you enter will not affect the surveys for any of the other institutions.

To access a survey for another institution on your list, select the **Institutions** link on the menu bar in the upper left corner of the screen. You will be taken back to the list of institutions.

## **E-Mail Correspondence**

The help desk sends e-mails for various reasons. If you haven't registered by a particular date, we send an e-mail as a friendly reminder so that your institution doesn't miss the deadline. If you enter your data, but forget to check for errors, or forget to lock your survey, we will contact you with a reminder to do so. If questions arise upon reviewing your data, we will send an e-mail that asks you to contact us to resolve the problem.

## **A Note about the Annual Reports**

Every Title IV postsecondary institution is required to publish an annual security report by October 1<sup>st</sup>. If your campus has on-campus student housing, you must also publish an annual fire safety report by October 1<sup>st</sup>. Although the annual security report and the annual fire safety report disclose similar data to the Campus Safety and Security Survey, they are not identical. The reports contain policy statements in addition to crime and fire statistics. Your institution may not use its participation in the survey to fulfill its annual report requirement. Nor may the institution provide a link to the Office of Postsecondary Education's public website to fulfill the requirement.

# The Web-based Data Collection

## Getting Started

### Registration Packet

Each July, the U.S. Department of Education sends a packet by regular mail to the chief administrative officer (e.g., president, provost, director, chancellor) of every postsecondary Title IV institution. The packet contains three items. The first is a letter to inform the chief administrator about the upcoming Campus Safety and Security web-based data collection. A similar letter is addressed to the institution's Campus Safety Survey Administrator (CSSA), the person designated by the school to complete the survey. The third item is a registration certificate which contains the following information necessary to access the survey and enter data:

Contents	Description
<b>User ID</b>	Typically, the User ID consists of an uppercase letter followed by 8 numbers. For example: C12345678.  <b>Note: A new User ID is issued every year.</b>
<b>Password</b>	The password consists of 9 characters, made up of uppercase letters, lowercase letters, numbers, and symbols. For example: A1BcaaD%e.  <b>Note: A new password is issued every year.</b>
<b>Web address</b>	The web address is the address you must enter into your computer's browser to access the survey site. The site is located at: <a href="https://surveys.ope.ed.gov/security">https://surveys.ope.ed.gov/security</a> .
<b>Telephone help desk number</b>	This is a toll-free number to call if you need help with the survey. The number is (800) 435-5985.
<b>E-mail help desk address</b>	This is the address to use if you would like help with the survey via e-mail. The address is: <a href="mailto:campussafetyhelp@westat.com">campussafetyhelp@westat.com</a> .
<b>Data collection dates</b>	These are the dates of the current data collection: Aug. 19, 2015 through Oct. 14, 2015.

Although new User IDs and passwords are mailed to schools in July, the data collection site does not open until mid-August. The exact date appears on the registration certificate. You will not be able to log on to the site until that day. The data collection will close at midnight EST on the date indicated on the registration certificate. **There are no extensions.**

Please note that although you have until the deadline printed on the registration certificate to complete your survey, it is better to complete it as soon as possible so that if you have any problems or questions, you can receive timely assistance by telephone or e-mail from our help desk staff. The later in the data collection period, the busier the help desk becomes.

## Log In

To access the survey, enter <https://surveys.ope.ed.gov/security> into your browser. The survey Log In screen is the first screen that will appear.

Enter your User ID and password in the boxes under **Log In** on the upper left side of your computer screen. The **letters are case sensitive** so you must enter them exactly as they are shown on the registration certificate. Don't tell the survey application to remember your initial password as you will have to change it for security purposes on the Change Password screen. Next, select the **Log In** button.

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2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

User Guide

Click here for 2015 User's Guide with step-by-step Instructions

Log In

DAYS HR MIN SEC

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User ID

Password

Log In

Forgot your password?

Resources

[Print Survey Forms](#)

[Handbook for Campus Safety and Security Reporting](#)

[Campus Safety and Security Reporting Training](#)

[Glossary of Terms](#)

[Chief Executive Letter](#)

[CSSA Letter](#)

[Dear Colleague Letter - VAWA](#)

[New!](#)

[Clery Act Statute with VAWA Amendments](#)

[New!](#)

[Help Desk E-mails](#)

2015 Campus Safety and Security Survey

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus safety and security. Data collected in this survey will be published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website located at <http://ope.ed.gov/security> and on College Navigator. The data collection is authorized by §485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f) and 34 C.F.R. §§ 668.46 and 668.49. Click here to view our [Privacy Statement](#).

Note: If you want to view the Code of Federal Regulations you must have Adobe Acrobat Reader installed on your computer. A link is provided on this screen.

This is a mandatory data collection.

Institutional Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-xxxx. Public reporting burden for this collection of information is estimated to average 25 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory (§485 of the Higher Education Act of 1965 as amended, 20 U.S.C. 1092). If you have comments or concerns regarding the status of your individual submission of this form, please contact Ashley Higgins at [Ashley.Higgins@ed.gov](mailto:Ashley.Higgins@ed.gov) directly. [Note: Please do not return the completed form to this address.]

If you have any comments or suggestions for improving this form, please write to: U.S. Department of Education Office of Postsecondary Education Washington, DC 20202-4651

Download a free copy of Adobe Acrobat Reader

## Forgot Your Password

If you misplace or forget your password, select the **Forgot your password?** link next to the **Log In** button.

Enter your User ID and the e-mail address that is listed on the survey Registration screen. The survey system will reset your password and send it to that address. If the e-mail address you enter does not match the address on the Registration screen or if it is not a valid address, the system cannot send your password and you must contact the Campus Safety Help Desk toll-free at (800) 435-5985 or e-mail the help desk at [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com) for assistance.

**Note:** If you do not have your User ID, contact the help desk for assistance. If your institution is participating in the Campus Safety and Security Survey for the first time, and you forget the password for your initial log in, you must contact the help desk by telephone or e-mail because you will not yet have entered an e-mail address on the Registration screen.

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2015 Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Password Help


 [Back to Home](#)


If your institution has already registered for the survey but you have forgotten your password:

- Please enter your user id and the e-mail address that is listed on the Registration screen.
- Click on the 'Reset and Send Password' button. We will verify your information and send you a temporary password. After you login using the temporary password you will be prompted to create a new password.

User ID	<input type="text"/>
E-mail Address	<input type="text"/>

Reset and Send Password

If your institution has not yet registered for the survey, please contact the Campus Safety Help Desk at (800) 435-5985  or e-mail the help desk at [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com).

 [Back to Home](#)

## Change Password

For security reasons, the Change Password screen prompts you to change the password that you initially used to log in to the survey. Use the rules printed on the screen to create your new password and follow these steps:

1. Enter your current password in the **Password on registration certificate** field.
2. Enter your new password in the **New Password** field.
3. Enter your new password again in the **Confirm New Password** field.
4. Select **Change Password**.
5. Keep a record of your new password in a secure place as it will be the password you need each time you log in to the survey. That is, **the password printed on the registration certificate will become invalid after you create a new one, and only the new password will allow you to re-enter the survey.**

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2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)

[FORMS FOR PRINTING](#)

[HELP](#)

[LOGOUT](#)

### Change Password

Need help? [Click here for screen instructions](#)

- Thank you for logging on to the Campus Safety and Security data collection system.
- For security purposes, you must change your password using the rules that follow.
- Please keep a record of your new password in a secure place as you will need it each time you re-enter this site.

Password must conform to the following rules:

- Must be between **eight** and **fourteen** characters long
- Must contain at least one **upper case** character (A, B, C ...)
- Must contain at least one **lower case** character (a, b, c...)
- Must contain at least one **numeric** character (1, 2, 3 ...)
- Must contain at least one **special** character (!, @, #, \$, %, ^, & or \*)

Password on registration certificate	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

Change Password



## Assigning More Than One Password

You can assign multiple passwords for additional users. After you have completed the survey Registration screen, go to the Survey Navigation/Status screen. Select the **Add Users/Passwords** button across from the name of the institution. Under **Request Additional User IDs and Passwords** you can select up to 6 additional passwords from the drop-down box. Select **Add User IDs and Passwords**. Although an additional user will have access to your institution's survey only the primary user will have the ability to lock the survey upon completion. When an additional user logs in for the first time he or she will be prompted to change their password on the Change Password screen just as the primary user did.

The screenshot displays the '2015 Campus Safety and Security Survey' interface. At the top, it shows 'U.S. Department of Education' and 'OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018'. The header includes '2015 Campus Safety and Security Survey' and 'OFFICE OF POSTSECONDARY EDUCATION'. Below the header, the institution is listed as 'Sample University-Main campus (900000-001) (1)' with a 'User ID: C9000001'. The navigation bar contains links: 'SURVEY NAVIGATION/STATUS', 'FORMS FOR PRINTING', 'HELP', and 'LOGOUT'. The main content area is titled 'Request Additional User IDs and Passwords' with a link 'Need help? Click here for screen instructions'. A section titled 'Current Additional Users' shows a table with columns 'User ID' and 'Password', indicating 'There are currently no additional users.' Below this, the 'Request Additional User IDs and Passwords' section has a dropdown menu labeled 'Select the number of new additional User IDs and Passwords' with the value '1' selected. At the bottom, there are two buttons: 'Add User IDs and Passwords' and 'Return to SURVEY NAVIGATION/STATUS'.

User ID	Password
There are currently no additional users.	

Select the number of new additional User IDs and Passwords: 1

Add User IDs and Passwords    Return to SURVEY NAVIGATION/STATUS

## Registration

You must complete this screen before you can continue with the survey.

### Information you need to complete this screen:

- Enter the contact information for the individual who has the primary responsibility for completing the survey. This is the person we will contact if we have questions about the data.
- Double-check the e-mail address. If it's incorrect, it will delay the receipt of important information about the status of your survey.
- We suggest that you review/complete the Registration screen when the Campus Safety and Security Survey site first opens so that we know you received your registration packet and were able to log in.

### Screen instruction:

Enter the name and the contact information of the primary person who will enter the data.

### Directions:

1. If your institution is participating in this survey for the first time, complete the screen, making sure to fill in every field that is marked with an asterisk (\*). If you do not enter information in the required fields, you will not be able to proceed with the survey.
2. If your institution participated in the previous year's survey, the screen will be pre-filled except for the "Confirm E-Mail Address" field. Review the information and make changes if necessary.
3. Optional: Enter additional contact information in the Comment box.
4. After you finish completing or updating the screen, select **Update** to continue (even if you didn't make any changes).

Note: If you want to edit the **Registration** screen after it has been updated and you have moved on to another screen, select **Survey Navigation/Status** on the horizontal menu bar at the top of your screen. The **Registration** link is located under the Navigation Menu.



## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[LOGOUT](#)

Registration for primary user: C9000001

[Need help? Click here for screen instructions](#)

- This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.
- Required fields are indicated with asterisks (\*).
- Click the Update button to complete your registration, whether you've made changes or not.
- Once you have registered you can generate user ids and passwords for additional users from the Survey Navigation/Status screen.

## Sample University (Main campus) (900000-001)

First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Keyholder"/>
Title*	<input type="text" value="Keyholder"/>
Address 1*	<input type="text" value="123 Sample Rd"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Sample City"/>
State*	<input type="text" value="Alabama"/> ▼
ZIP Code*	<input type="text" value="11111"/> - <input type="text"/>
Phone*	<input type="text" value="111"/> - <input type="text" value="111"/> - <input type="text" value="1111"/>
Extension	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/> - <input type="text"/>
E-mail Address*	<input type="text" value="keyholder@sampleU.edu"/> x
Confirm E-mail Address*	<input type="text"/>
Comment	<p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <div><div></div><div></div></div>

## Print Registration Certificate

Registration confirmations will not be emailed as in the past. Once the registration screen has been successfully updated, the system will provide the **Click here for Registration Certificate** link at the bottom of the screen.

Registration updated successfully.






[Click here for Registration Certificate](#)

Update

Next

Return to SURVEY NAVIGATION/STATUS

Select the link to print or get a PDF of the Registration Certificate.

 Print  Get PDF  Close

**NOTE:** Using the print button may cause The Department of Education watermark on the certificate to not be printed due to browser settings.

## Campus Safety and Security Registration

Thank you for updating your registration information for  
the 2015 Campus Safety and Security data collection.  
Please remember to complete and lock your survey by **October 15, 2015**.

Registered Campus Safety and Security Administrator:

John Keyholder  
(C9000001)

This certificate was prepared on July 21, 2015.

## Resources

This screen is designed to assist you in understanding the available resources. We urge you to review these resources to assist you in preparing your data.

U.S Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

PHONE

2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)

[FORMS FOR PRINTING](#)

[HELP](#)

[LOGOUT](#)

### Resources

Listed below are the resources available to assist you with completing the Campus Safety and Security web-based survey. You can also find links to these resources on the log in screen of the survey and via the Help menu.

- [Print Survey Forms](#)
- [2015 User's Guide for CSS Web-based Data Collection](#) *New!*
- [Handbook for Campus Safety and Security Reporting](#)
- [Campus Safety and Security Training](#)
- [Glossary of Terms](#)
- [Chief Executive Letter](#)
- [CSSA Letter](#)
- [Final Clery Act Regulations - Updated in 2014](#) *New!*
- [2015 Dear Colleague Letter - VAWA](#) *New!*
- [2014 Dear Colleague Letter - VAWA](#)
- [Help Desk E-mails](#)

Next

## Survey Navigation/Status

The Survey Navigation/Status screen is the hub of the survey. It shows how far you've progressed in the survey and what, if anything, you need to do next. It provides links to the various survey screens and allows you to go back and review or change data.

You can access the Survey Navigation/Status screen from other survey screens in either of two ways:

- Select the **Survey Navigation/Status** link on the horizontal menu bar at the top of each screen.
- Select the **Survey Navigation/Status** link at the bottom of the Navigation Menu on the left side of each screen.

How to use the menu:

**Preliminary screens:** When you begin your survey, the menu will contain links to three preliminary screens:

- Registration
- Institution/Campus Identification
- Screening Questions

**Data entry screens:** Once you have updated the preliminary screens, links to the remaining data entry screens for your institution will be available in the menu. These links will appear in **yellow**. Instructions for completing these screens are included in this user's guide. **Gray** links are not applicable to your institution (as determined by your answers to the Screening Questions) and are not active.

**Review and Submit:** Once you have completed the data entry screens, you must review your caveats (if you have any) and your intentional fire descriptions (if you have any). Select the appropriate link (**Review Caveat** and/or **Review Intentional Fires**) and follow the instructions on the screen.

Next select the **Check for Errors** link in the menu. If the survey system has detected any errors they will be listed in the report and you must fix them before you can lock the survey. Instructions for fixing errors are located earlier in this user's guide.

The **"Am I Done? Click here for answer"** link will appear at the bottom of the Survey Navigation/Status screen on all campuses that have not yet been locked.

When your survey is complete and locked, a **"Click here for CSS Survey Completion Certificate"** link will appear in place of the **"Am I Done?"** link. This link leads to a certificate of completion that can be saved or printed for your records. ***You will no longer receive an email confirming the completion of your survey.*** If your institution is reporting for multiple campuses, you will see a confirmation certificate for each campus. If other campuses of the institution are not yet locked, those campuses will be listed as not yet complete at the bottom of the certificate. Remember, each campus must be locked separately. You are done only when the surveys for *all* of your campuses are locked.

**View Data and Print Data/Get PDF File:** Use these links to view, print, or create a PDF file of your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)[FORMS FOR PRINTING](#)[HELP](#)[LOGOUT](#)

## Survey Navigation/Status

Need help? [Click here for screen instructions](#)

Click on the link in the Navigation Menu listed below to access the survey screen.

Sample University (900000)		<a href="#">Add Users/Passwords</a>
Campus: Main campus (001)		<a href="#">Campus List</a>
<b>Navigation Menu</b>	<b>Survey Status</b>	<b>Options at this point in the survey</b>
<b>Registration</b>	Updated	
<a href="#">Institution/Campus Identification</a>	Updated	
<b>Screening Questions</b>	Updated	
<b>Criminal Offenses</b>		
<a href="#">On Campus</a>	Updated	
<a href="#">On-campus Student Housing Facilities</a>	Not updated	
<a href="#">Noncampus</a>	Not Applicable	
<a href="#">Public Property</a>	Not updated	
<a href="#">Reported by Local Police</a>	Not Applicable	
<b>Hate Crimes</b>		
<a href="#">On Campus</a>	Not updated	
<a href="#">On-campus Student Housing Facilities</a>	Not updated	
<a href="#">Noncampus</a>	Not Applicable	
<a href="#">Public Property</a>	Not updated	
<a href="#">Reported by Local Police</a>	Not Applicable	
<b>VAWA Offenses</b>		
<a href="#">On Campus</a>	Not updated	
<a href="#">On-campus Student Housing Facilities</a>	Not updated	
<a href="#">Noncampus</a>	Not Applicable	
<a href="#">Public Property</a>	Not updated	
<a href="#">Reported by Local Police</a>	Not Applicable	
<b>Arrests</b>		
<a href="#">On Campus</a>	Not updated	
<a href="#">On-campus Student Housing Facilities</a>	Not updated	
<a href="#">Noncampus</a>	Not Applicable	
<a href="#">Public Property</a>	Updated	
<a href="#">Reported by Local Police</a>	Not Applicable	
<b>Disciplinary Actions</b>		
<a href="#">On Campus</a>	Not updated	
<a href="#">On-campus Student Housing Facilities</a>	Not updated	
<a href="#">Noncampus</a>	Not Applicable	
<a href="#">Public Property</a>	Not updated	
<a href="#">Reported by Local Police</a>	Not Applicable	
<b>Unfounded Crimes</b>		
<a href="#">Total Unfounded Crimes</a>	Not updated	
<b>Fire Statistics</b>		
<a href="#">On-campus Student Housing Facilities</a>	Updated	
<a href="#">Summary</a>	Read Only	
<b>Review and Submit</b>		
<a href="#">Review Caveat/Campus Description</a>	Not confirmed	
<a href="#">Review Intentional Fires</a>	Not confirmed	
<b>Check for Errors</b>		<b>You must complete this step before you can lock.</b>
<b>AM I DONE? <a href="#">Click here for answer</a></b>		
<b>Print/Get PDF</b>		
<a href="#">Institution Information</a>	<a href="#">Crime Data</a>	<a href="#">2012 Fire Data</a> <a href="#">2013 Fire Data</a> <a href="#">2014 Fire Data</a> <a href="#">Fire Data Summary</a>

Campus Safety Help Desk (800) 435-5985  
[campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com)

## Identification

### Information you need to complete this screen:

- This screen collects general information about your institution. If your institution completed a survey for the prior year, most of the information will be pre-filled. You can update this information with the exception of the hard-coded institution name and address in the Institution Information box. If the name or address of your institution has changed, please notify the agency that accredits your institution. Note that you can update the name or address of a campus in the Campus Information box. However, this information will only be used internally by our help desk. If you would like to make this information available to the public, add a note in the caveat box on the Criminal Offenses – On Campus screen.
- We use the name of the institution’s chief administrative officer and the institution’s address as they appear on this screen for the **mailing label on the survey registration packet** we send to the institution in July. Please make sure this information is up to date.
- This screen asks for contact information for your institution’s campus safety officer, campus fire safety officer, and lead Title IX coordinator. If your institution does not have a campus police or security department, enter the name of the person who is responsible for security. If you do not have a fire safety officer, enter the name of the appropriate person to whom the Department of Education could send fire safety information at a future date.
- If your campus is located outside of the United States, select the **Other Country** radio button under Campus Information. If your campus is within the jurisdiction of the United States, leave the **State or Outlying Area** button selected. (This jurisdiction includes the following outlying areas: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.)
- If you do not see all of your campuses available via the drop-down box, please review the qualifications of an additional campus as outlined on pages 9 and 10, as well as, Appendix A of this document. If you should be reporting for an additional campus, please call the help desk at 800-435-5985 to add the location.

**Screen instruction:**

Please enter/review all applicable information. Required fields are indicated with asterisks (\*).

**Directions:**

1. If your institution is participating in this survey for the first time, complete the screen.
2. If your institution participated in this survey last year, review the pre-filled information and make any necessary changes.
3. After you complete/review the screen, select **Update** to record your information. If the system does not detect any errors, you will get the message “Update is Successful.” Select **Return to Survey Navigation/Status** or **Next** to continue.

Note: If you want to edit the **Identification** screen after it has been updated and you have moved on to another screen, select **Survey Navigation/Status** on the horizontal menu bar at the top of your screen where you can select the **Institution/Campus Identification** link again to access and edit the screen.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)[FORMS FOR PRINTING](#)[HELP](#)[LOGOUT](#)

## Identification

Need help? [Click here for screen instructions](#)

- Please enter/review all applicable information. Required fields are indicated with asterisks (\*).
- (You cannot change the hard-coded name or address of your institution on this screen. If the name and/or address have changed, it will be changed on subsequent surveys after notification from your institution's accrediting agency.)
- If your campus does not have a Campus Safety Officer or a Campus Fire Safety Officer, please enter the name of the individual who is responsible for security issues and the name of the individual who is responsible for fire safety issues on your campus.

## Institution Information

Institution Name	Sample University
Address	ADDRESS TEST CITY, DC 99999
Web Address	http:// <input type="text"/> www.sampleU.edu
Chief Administrative Officer's Name*	ADMIN
Chief Administrative Officer's Title*	President
Chief Administrative Officer's E-mail Address*	President@SampleU.edu
Telephone*	111 - 111 - 1111 Ext. <input type="text"/>

## Campus Information

Campus Name*	Main campus
Description	<input type="text"/>
County	<input type="text"/>

## Campus Safety Officer

Name*	Joe Sample
Title*	Sample Officer
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	123 Sample Rd.
City*	Sample City
State or Outlying Area*	Alabama
ZIP Code*	99999 - <input type="text"/>
Telephone*	111 - 111 - 1111 Ext. <input type="text"/>
Email Address*	<input type="text"/>

## Campus Fire Safety Officer

City*	Sample City
State or Outlying Area*	Alabama
ZIP Code*	99999 - <input type="text"/>
Telephone*	111 - 111 - 1111 Ext. <input type="text"/>
E-mail Address*	<input type="text"/>

## Lead Title IX Coordinator

<input type="checkbox"/> Same as Campus Safety Officer	
Name*	<input type="text"/>
Title*	<input type="text"/>
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	<input type="text"/>
City*	<input type="text"/>
Does your Institution have other designees who share these responsibilities? *	<input type="radio"/> Yes <input type="radio"/> No

## Update Status

Date Completed	
Update Status	Not Updated

[Update](#)[Next](#)[Return to SURVEY NAVIGATION/STATUS](#)



## Screening Questions

### Information you need to complete this screen:

- Answer the questions on these screens as they pertain to your institution for the designated **calendar year** (i.e., Jan. 1st – Dec. 31st).
- If you are completing surveys for more than one campus, answer the screening questions for each campus as appropriate for that specific campus. For example, if your institution has three separate campuses, and only the main campus has on-campus student housing facilities, only the survey for the main campus should indicate that there are on-campus student housing facilities.
- Screening Question 1: *Does your institution provide on-campus student housing facilities?*

An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*

This definition includes the following types of housing:

- Undergraduate, graduate, and married student housing.
- Single family houses that are used for student housing.
- Summer school student housing.
- Buildings that are used for student housing but also have faculty, staff or any other individuals living there. (Do not include faculty-only housing in this category. Institution-owned or controlled faculty-only housing that is located on the campus belongs only in the “on-campus” category.)
- Buildings that are owned by a third party that has a written agreement with your institution to provide student housing. It doesn’t matter whether the rent is paid to the third party by the institution on behalf of the students or paid directly by the students.
- Fraternity or sorority houses that are owned or controlled by your institution or are located on property that your institution owns or controls.

- Screening Question 2: *Does your institution have any noncampus buildings or properties?*

**Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*

*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

- A building or property that the institution owns, rents, leases, or has any other type of written agreement for, is considered to be “controlled by” the institution. A written agreement includes an informal letter or e-mail.

- Note that there is a difference between an agreement that gives your institution control over a building or a specific space within a building, and a program agreement. For example, if your institution has an agreement to send nursing students to a nearby hospital to participate in a program there, but your institution does not have a written agreement giving you use of any space within the hospital, you should not include the hospital in the noncampus category.
- If your school owns an off-campus apartment building and puts a management company in charge, **but doesn't use the building for student housing**, do not include the building in your noncampus category (even if some of your students happen to rent apartments there).
- Screening Question 3: *Have you combined statistics that you received from the local or state police with your institution statistics for this report?*

“Local police” does not mean the campus police. **Local police** refers to all other law enforcement agencies with responsibility for the jurisdiction in which your school is located. There may be multiple agencies. **You must ask all local law enforcement agencies for statistics for all of your institution's Clery Act geographic areas, not just for your public property.**

- Select “yes” for Screening Question 3 if:
  1. The statistics you obtained from local police were for Clery crimes and could be separated into on campus, noncampus (if applicable), and public property categories, and you have combined these statistics with your institution's statistics for this survey. Your institution's statistics are those obtained from your campus security authorities (which includes your campus police or security department if you have one). If your institution falls within the jurisdiction of multiple law enforcement agencies, and you only receive statistics from some of them, you should still answer “yes” to this question. Explain in the first caveat box in the survey that only some of the agencies provided your institution with the requested statistics.

**OR**

2. The statistics you obtained from local police were all zeros, because the 0s should, in effect, be combined with your institution's statistics (i.e., those collected by campus security authorities including your campus police/security, if applicable).
- Select “no” for Screening Question 3 *only* if the local police gave you statistics for crimes that occurred on your Clery geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school's “public property.” If you answer “no,” later in the survey you will have “Local Police” screens where you should enter these statistics. Very few, if any, schools will need to use the local police screens. If you think you should answer “no,” please call the help desk for confirmation *before* proceeding with the survey.
  - Select the first “not available” for Screening Question 3 if you requested statistics from the local police but they could not provide you with statistics for *Clery Act* geographic areas only (e.g., they could only provide you with statistics

encompassing too large an area, such as the entire city, and you were unable to determine if any of those statistics were for your Clery geography).

- Select the second “**not available**” for Screening Question 3 if you requested statistics from the local police but they did not provide you with statistics.

**Screen instruction:**

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

**Directions:**

1. Question 1: Indicate whether your campus provides on-campus student housing facilities. If it does, enter the number of facilities.
2. Question 2: Indicate whether your institution has any noncampus buildings or property.
3. Question 3: Indicate whether you have combined the statistics you obtained from local police with your institution’s statistics.

When you have completed this screen, select **Save** to record your data. If no errors are detected, the next screen will read **Data saved successfully**. Select **Next** to continue.

U.S Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

PHONE

2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

SURVEY NAVIGATION/STATUS

FORMS FOR PRINTING

HELP

LOGOUT

Screening Questions

Need help? [Click here for screen instructions](#)

Screening Questions

Screening Questions

SURVEY NAVIGATION/STATUS

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?

☐ No.

☐ Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

Last Year

2. Does your institution have any noncampus buildings or properties?

☐ Yes

☐ No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

☐ Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

☐ No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

☐ Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

☐ Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

If you have a fatal error, you must fix it.

If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Save

Next

Reset

28

## Criminal Offenses - On Campus

### Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*

*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).*

- “Reasonably contiguous” requires some judgment. A building or property should be included in the on-campus category if (1) it is in a location that you and your students consider to be, and treat as, an integral part of the core campus; and (2) it is covered by the same security policies as that campus. Generally speaking, it is reasonable to consider locations within one mile of your campus to be reasonably contiguous with your campus. However, this determination must be made on a case by case basis by taking into consideration the circumstances of the campus and the location. See Chapter 2 of the Handbook for Campus Safety and Security Reporting for additional guidance.
- Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the Criminal Offenses – On-campus Student Housing facilities screen.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use the definitions. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- Additional information:
  - Data for 2012 and 2013 are pre-filled into the Criminal Offense categories that were used during the 2014 data collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered into the Criminal Offense categories as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.

- For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

**Directions for entering 2014 data:**

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Criminal Offenses - On campus

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For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
d. <u>Rape</u>			<input type="text"/>
e. <u>Fondling</u>			<input type="text"/>
f. <u>Sex offenses - Non-forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
g. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text"/>
h. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text"/>
i. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text"/>
j. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text"/>
k. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text"/>
m. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Invalid data type



Fatal error



Confirm or explain



Resolved explanation



Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Criminal Offenses - On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus Student Housing Facilities” is a *subset* of the on campus category. The statistics you enter on this screen should also be included on the Criminal Offenses-On Campus screen. Make sure that the number of crimes reported on this screen is equal to or less than the number reported on the Criminal Offenses-On Campus screen.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use the definitions. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- Only include motor vehicle thefts on this screen if the motor vehicle was taken from a parking garage that is physically attached to an on-campus student housing facility and accessible from that facility. Do not include motor vehicles taken from one of your school's parking lots or parking garages that is simply intended for use by on-campus student housing facility residents. That is an on-campus parking lot or parking garage only.
- Do not include statistics for faculty-only or staff-only residential facilities on this screen.
- Additional information:
  - Data for 2012 and 2013 are pre-filled into the Criminal Offense categories that were used during the 2014 data collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered into the Criminal Offense categories as revised by VAWA.



- To read the definition of a specific criminal offense, select the underlined offense on the screen.
- For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

**Directions for entering 2014 data:**

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

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OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University- Main campus (900000-001) (1)

User ID: C9000001

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## Criminal Offenses - On-campus Student Housing Facilities

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[SURVEY NAVIGATION/STATUS](#)Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
d. <u>Rape</u>			<input type="text"/>
e. <u>Fondling</u>			<input type="text"/>
f. <u>Sex offenses - Non-forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
g. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text"/>
h. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text"/>
i. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text"/>
j. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text"/>
k. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text"/>
m. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Criminal Offenses – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*  
*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- A building or property that the institution owns, rents, leases, or has any other written contract for, is considered to be "controlled by" the institution.
- There is a difference between an agreement that gives your institution control over a building or a specific space within a building, and a program agreement. For example, if your institution has an agreement to send nursing students to a nearby hospital to participate in a program there, but your institution does not have a written contract giving you use of any space within the hospital, you should not include the hospital in the noncampus category.
- If your institution sends a faculty member to another location to teach, but there is no written agreement giving your institution control of the location or a portion of the location, your institution is not required to disclose crimes reported to have occurred there. An example is sending a faculty member to teach a class in a prison or at a military base.
- If your school owns an off-campus apartment building and puts a management company in charge, but doesn't use the building for student housing, do not include the building in your noncampus category (even if some of your students happen to rent apartments there).
- Report noncampus statistics in an aggregate manner. That is, you do not have to specify which crimes were reported at which location. However, you can provide a breakdown in the caveat box if you would like.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use the definitions. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions. Additional information:
  - Data for 2012 and 2013 are pre-filled into the Criminal Offense categories that were used during the 2014 data collection. You should continue to report 2012 and 2013

data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

- 2014 data should be entered into the Criminal Offense categories as revised by VAWA.
- To read the definition of a specific criminal offense, select the underlined offense on the screen.
- For more information about the noncampus category, read *Chapter 2 in The Handbook for Campus Safety and Security Reporting*.

### **Screen instruction:**

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

### **Directions:**

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

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For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
d. <u>Rape</u>			<input type="text"/>
e. <u>Fondling</u>			<input type="text"/>
f. <u>Sex offenses - Non-Forcible</u>	0	0	
g. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text"/>
h. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text"/>
i. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text"/>
j. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text"/>
k. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text"/>
m. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Criminal Offenses – Public Property

### Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Include:
  - The public sidewalk that borders your campus, the public street running along the sidewalk, and the public sidewalk on the other side of the street. Do not include anything beyond the second sidewalk.
  - Publicly owned or municipal parking facilities that border your campus.
- Do not over-report public property. If you want to report a larger-than-required area because of safety concerns do not include it with your Clery statistics. Put non-Clery statistics in a caveat and specify that they are non-Clery statistics.
- Do not include private residences or businesses.
- Do not report public property statistics for noncampus locations.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use the definitions. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- There should be very few, if any, burglaries on public property. If there are reported burglaries on public property, there may have been a misclassification of the crime or the location. To be a burglary on public property, there must be an unlawful entry to commit a felony or a theft to a public structure on public property within your campus or immediately adjacent to your campus.
- Additional information:
  - Data for 2012 and 2013 are pre-filled into the Criminal Offense categories that were used during the 2014 data collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered into the Criminal Offense categories as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.

- For more information about the public property category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

**Directions:**

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **Save** at the bottom of the screen to record your data.

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Criminal offense	Total occurrences on Public Property		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
d. <u>Rape</u>			<input type="text"/>
e. <u>Fondling</u>			<input type="text"/>
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text"/>
h. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text"/>
i. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text"/>
j. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text"/>
k. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text"/>
m. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Criminal Offenses - Reported by Local & State Police

### Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- You must ask the agencies for statistics for all of your school’s *Clery Act* geographic areas, not just for public property statistics.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your school’s statistics (i.e., those obtained from your campus security authorities).
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.

If you need to change your response to Screening Question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.

- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI’s Uniform Crime Reporting Program’s *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use the definitions. Institutions must use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- Additional information:
  - Data for 2012 and 2013 are pre-filled into the Criminal Offense categories that were used during the 2014 data collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered into the Criminal Offense categories as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.

- For more information about requesting statistics from local law enforcement agencies, read Chapter 4 in *The Handbook for Campus Safety and Security Reporting*.

**Screen Instruction:**

For each of the following criminal offenses, indicate the number of reported occurrences obtained from local and state police.

**Directions:**

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

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For each of the following criminal offenses, enter the number of reported occurrences obtained from local and state law enforcement agencies.

**Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).**

Criminal offense	Total occurrences reported by police		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Negligent manslaughter</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Sex offenses - Forcible</u>	0	<input type="text" value="0"/>	<input type="text"/>
d. <u>Rape</u>			<input type="text"/>
e. <u>Fondling</u>			<input type="text"/>
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	<input type="text" value="0"/>	<input type="text"/>
h. <u>Statutory rape</u>	0	<input type="text" value="0"/>	<input type="text"/>
i. <u>Robbery</u>	0	<input type="text" value="0"/>	<input type="text"/>
j. <u>Aggravated assault</u>	0	<input type="text" value="0"/>	<input type="text"/>
k. <u>Burglary</u>	0	<input type="text" value="0"/>	<input type="text"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	<input type="text" value="0"/>	<input type="text"/>
m. <u>Arson</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Hate Crimes – On Campus

### Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*

*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).*

- **A hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Include hate crimes in your Clery statistical disclosures only if they fall into the following categories of bias: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Additional information:
  - You will need to scroll down to access your 2012 and 2013 data or to enter a caveat.
  - Data for 2012 and 2013 are pre-filled using the Criminal Offense categories and Categories of Bias that were used for the 2014 collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - 2014 data should be entered using the Criminal Offense categories and Categories of Bias as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about hate crimes, read Chapter 3 in the handbook.

### Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On Campus. Then break down each total by category of bias (e.g., race, religion).

**Directions for entering 2014 data:**

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor vehicle thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **Save** at the bottom of the screen to record your data.

SECURITY

User ID: C9000001

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**Need help? [Click here for screen instructions](#)**

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Criminal offense	2012 Total	Occurrences of Hate crimes					
		Category of Bias for crimes reported in 2012					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/</u> <u>Non-negligent</u> <u>manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses -</u> <u>Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses -</u> <u>Non-forcible</u>	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/</u> <u>vandalism of property</u>	0	0	0	0	0	0	0

**Caveat:** If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

-  Invalid data type
  Fatal error
  Confirm or explain
  Resolved explanation
  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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Rese

## Hate Crimes – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The statistics you enter on this screen should also be included on the hate crimes on-campus screen.
- The number of crimes reported on this screen must be equal to or less than the number reported on the hate crimes on-campus screen.
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.*
- Include hate crimes in your Clery statistical disclosures only if they fall into the following categories of bias: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Additional information:
  - You will need to scroll down to access your 2012 and 2013 data or to enter a caveat.
  - Data for 2012 and 2013 are pre-filled using the Criminal Offense categories and Categories of Bias that were used for the 2014 collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered using the Criminal Offense categories and Categories of Bias as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

- For more information about hate crimes, read Chapter 3 in the handbook.

**Screen instruction:**

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

**Directions:**

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor vehicle thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **Save** at the bottom of the screen to record your data.



U.S. Department of Education

OMB NO. 1840-0033 APPROVAL EXPIRES 4/30/2016

PHONE

2015 Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University- Main campus (900000-001) (1)

User ID: C9000001

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Hate Crimes - On-campus Student Housing Facilities

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For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Category of Bias for crimes reported in 2014

Criminal offense	2014 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter									
d. Rape									
e. Fondling									
g. Incest									
h. Statutory rape									
i. Robbery									
j. Aggravated assault									
k. Burglary									
l. Motor vehicle theft (Do not include theft from a motor vehicle)									
m. Arson									
n. Simple assault									
o. Larceny-theft									
p. Intimidation									
q. Destruction/damage/vandalism of property									

Occurrences of Hate crimes

Category of Bias for crimes reported in 2013

Criminal offense	2013 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2012

Criminal offense	2012 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

if one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

if you have a fatal error, you must fix it.

if you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.)

Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Hate Crimes – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*  
*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.*
- Include hate crimes in your Clery statistical disclosures only if they fall into the following categories of bias: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Additional information:
  - You will need to scroll down to access your 2012 and 2013 data or to enter a caveat.
  - Data for 2012 and 2013 are pre-filled using the Criminal Offense categories and Categories of Bias that were used for the 2014 collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - 2014 data should be entered using the Criminal Offense categories and Categories of Bias as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - For more information about the noncampus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about hate crimes, read Chapter 3 in the handbook.

**Screen instruction:**

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

**Directions:**

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor vehicle thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **Save** at the bottom of the screen to record your data.

U.S. Department of Education

OMB NO. 1640-0833 APPROVAL EXPIRES 4/30/2016

PHONE

2015 Campus Safety and Security Survey

SECURITY

Institution: Sample University- Main campus (900000-001) (1)

OFFICE OF POSTSECONDARY EDUCATION

User ID: C9000001

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Hate Crimes - Noncampus

Need help? Click here for screen instructions

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Category of Bias for crimes reported in 2014

Criminal offense	2014 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter									
d. Rape									
e. Fondling									
g. Incest									
h. Statutory rape									
i. Robbery									
j. Aggravated assault									
k. Burglary									
l. Motor vehicle theft (Do not include theft from a motor vehicle)									
m. Arson									
n. Simple assault									
o. Larceny-theft									
p. Intimidation									
q. Destruction/damage/vandalism of property									

Occurrences of Hate crimes

Category of Bias for crimes reported in 2013

Criminal offense	2013 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2012

Criminal offense	2012 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• If you have a fatal error, you must fix it.

• If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.)

Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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Next

Reset

## Hate Crimes – Public Property

### Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Include:
  - The public sidewalk that borders your campus, the public street running along the sidewalk, and the public sidewalk on the other side of the street. Do not include anything beyond the second sidewalk.
  - Publicly owned or municipal parking facilities that border your campus.
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.*
- Include hate crimes in your Clery statistical disclosures only if they fall into the following categories of bias: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Additional information:
  - You will need to scroll down to access your 2012 and 2013 data or to enter a caveat.
  - Data for 2012 and 2013 are pre-filled using the Criminal Offense categories and Categories of Bias that were used for the 2014 collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered using the Criminal Offense categories and Categories of Bias as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - For more information about the public property category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about hate crimes, read Chapter 3 in the handbook.

### Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias.

**Directions:**

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor vehicle thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **Save** at the bottom of the screen to record your data.

## SECURIT

OFFICE OF POSTSECONDARY EDUCATION

User ID: C9000001

[LOGOUT](#)

**Need help? Click here for screen instructions**

Then break down each total by category of bias (e.g., race, religion).	
	Occurrences of Hate crimes

Criminal offense	2012 Total	Occurrences of Hate crimes					
		Category of Bias for crimes reported in 2012					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/</u> <u>Non-negligent</u> <u>manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses -</u> <u>Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses -</u> <u>Non-forcible</u>	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/</u> <u>vandalism of property</u>	0	0	0	0	0	0	0

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Previous Save Next Reset

## Hate Crimes – Reported by Local & State Police

### Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.
- A **hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of Clery, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Include hate crimes in your Clery statistical disclosures only if they fall into the following categories of bias: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Additional information:
  - You will need to scroll down to access your 2012 and 2013 data or to enter a caveat.
  - Data for 2012 and 2013 are pre-filled using the Criminal Offense categories and Categories of Bias that were used for the 2014 collection. You should continue to report 2012 and 2013 data using these data collection categories. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - 2014 data should be entered using the Criminal Offense categories and Categories of Bias as revised by VAWA.
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - For more information about hate crimes, read Chapter 3 in *The Handbook for Campus Safety and Security Reporting*.



- For more information about requesting statistics from the local police, read Chapter 4 in the handbook.

**Screen instruction:**

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies. Then break down each total by category of bias (e.g., race, religion).

**Directions:**

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor vehicle thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **Save** at the bottom of the screen to record your data.

U.S. Department of Education

OMB NO. 1840-0033 APPROVAL EXPIRES 4/30/2018

PHONE

2015 Campus Safety and Security Survey

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University- Main campus (900000-001) (1)

User ID: C9000001

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Hate Crimes - Reported by Local Police

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For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies for your Clery geography. Then break down each total by category of bias (e.g., race, religion).

Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

Occurrences of Hate crimes

Category of Bias for crimes reported in 2014

Criminal offense	2014 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter								
d. Rape								
e. Fondling								
g. Incest								
h. Statutory rape								
i. Robbery								
j. Aggravated assault								
k. Burglary								
l. Motor vehicle theft (Do not include theft from a motor vehicle)								
m. Arson								
n. Simple assault								
o. Larceny-theft								
p. Intimidation								
q. Destruction/damage/vandalism of property								

Occurrences of Hate crimes

Category of Bias for crimes reported in 2013

Criminal offense	2013 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2012

Criminal offense	2012 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• If you have a fatal error, you must fix it.

• If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.)

Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## VAWA Offenses – On Campus

### Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*  
*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).*
- Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the Criminal Offenses – On-campus Student Housing facilities screen.
- The Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- **Domestic violence** is defined as *a felony or misdemeanor crime of violence committed by -*
  - *A current or former spouse or intimate partner of the victim*
  - *A person with whom the victim shares a child*
  - *A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner*
  - *A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or*
  - *Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- **Dating violence** is defined as *violence committed by a person -*
  - *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
  - *Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
    - *The length of the relationship*
    - *The type of the relationship*
    - *The frequency of the interaction between the persons involved in the relationship.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to -*
  - *Fear for his or her safety or the safety of others; or*
  - *Suffer substantial emotional distress.*

■ Additional information:

- You are not required to enter statistics for domestic violence, dating violence or stalking for years prior to 2014.
- To read the definition of a specific crime, select the underlined crime on the screen.
- For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

For each of the following crimes, enter the number reported to have occurred On Campus.

**Directions:**

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## VAWA Offenses - On Campus

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For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2012	2013	2014
a. Domestic violence			<input type="text"/>
b. Dating violence			<input type="text"/>
c. Stalking			<input type="text"/>

Caveat:

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## VAWA Offenses – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The number of arrests reported on this screen must be equal to or less than the number reported on the Arrests - On Campus screen. The statistics you enter on this screen should also be included on the Arrests - On Campus screen.
- The Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- **Domestic violence** is defined as *a felony or misdemeanor crime of violence committed by -*
  - *A current or former spouse or intimate partner of the victim*
  - *A person with whom the victim shares a child*
  - *A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner*
  - *A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or*
  - *Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- **Dating violence** is defined as *violence committed by a person -*
  - *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
  - *Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
    - *The length of the relationship*
    - *The type of the relationship*
    - *The frequency of the interaction between the persons involved in the relationship.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to -*

- *Fear for his or her safety or the safety of others; or*
- *Suffer substantial emotional distress.*
- Additional information:
  - You are not required to enter statistics for domestic violence, dating violence or stalking for years prior to 2014.
  - To read the definition of a specific crime, select the underlined crime on the screen.
  - For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

For each of the following crimes, enter the number reported to have occurred in On-Campus Student Housing Facilities.

**Directions:**

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## VAWA Offenses - On-campus Student Housing Facilities

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[SURVEY NAVIGATION/STATUS](#)For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text"/>
b. <u>Dating violence</u>			<input type="text"/>
c. <u>Stalking</u>			<input type="text"/>

Caveat:

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## VAWA Offenses – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or*  
*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- The Department's Clery Act regulations specify the definitions to be used for domestic violence, dating violence and stalking. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- **Domestic violence** is defined as a *felony or misdemeanor crime of violence committed by -*
  - *A current or former spouse or intimate partner of the victim*
  - *A person with whom the victim shares a child*
  - *A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner*
  - *A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or*
  - *Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- **Dating violence** is defined as *violence committed by a person -*
  - *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
  - *Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
    - *The length of the relationship*
    - *The type of the relationship*
    - *The frequency of the interaction between the persons involved in the relationship.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to -*
  - *Fear for his or her safety or the safety of others; or*
  - *Suffer substantial emotional distress.*

■ Additional information:

- You are not required to enter statistics for domestic violence, dating violence or stalking for years prior to 2014.
- To read the definition of a specific crime, select the underlined crime on the screen.
- For more information about the noncampus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

**Screen instruction:**

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

**Directions:**

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2012	2013	2014
a. <a href="#">Domestic violence</a>			<input type="text"/>
b. <a href="#">Dating violence</a>			<input type="text"/>
c. <a href="#">Stalking</a>			<input type="text"/>

Caveat:

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## VAWA Offenses – Public Property

### Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Include:
  - The public sidewalk that borders your campus, the public street running along the sidewalk, and the public sidewalk on the other side of the street. Do not include anything beyond the second sidewalk.
  - Publicly owned or municipal parking facilities that border your campus.
- The Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- **Domestic violence** is defined as a *felony or misdemeanor crime of violence committed by -*
  - *A current or former spouse or intimate partner of the victim*
  - *A person with whom the victim shares a child*
  - *A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner*
  - *A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or*
  - *Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- **Dating violence** is defined as *violence committed by a person -*
  - *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
  - *Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
    - *The length of the relationship*
    - *The type of the relationship*
    - *The frequency of the interaction between the persons involved in the relationship.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to -*
  - *Fear for his or her safety or the safety of others; or*
  - *Suffer substantial emotional distress.*
- Additional information:

- You are not required to enter statistics for domestic violence, dating violence or stalking for years prior to 2014.
- To read the definition of a specific crime, select the underlined crime on the screen.
- For more information about the public property category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.

### Screen instruction:

For each of the following crimes, enter the number reported to have occurred on Public Property.

### Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **Save** at the bottom of the screen to record your data.

U.S Department of Education
OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)
User ID: C9000001

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### VAWA Offenses - Public Property

Need help? [Click here for screen instructions](#)

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text"/>
b. <u>Dating violence</u>			<input type="text"/>
c. <u>Stalking</u>			<input type="text"/>

**Caveat:**

Invalid data type
Fatal error
Confirm or explain
Resolved explanation
Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## VAWA Offenses – Local & State Police

### Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- The Department’s Clery Act regulations specify the definitions to be used for domestic violence, dating violence and stalking. See Chapter 3 of the *Handbook for Campus Safety and Security Reporting* for guidance on these definitions.
- **Domestic violence** is defined as a *felony or misdemeanor crime of violence committed by -*
  - *A current or former spouse or intimate partner of the victim*
  - *A person with whom the victim shares a child*
  - *A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner*
  - *A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or*
  - *Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.*
- **Dating violence** is defined as *violence committed by a person -*
  - *Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
  - *Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
    - *The length of the relationship*
    - *The type of the relationship*
    - *The frequency of the interaction between the persons involved in the relationship.*

- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to -*
  - *Fear for his or her safety or the safety of others; or*
  - *Suffer substantial emotional distress.*
- Additional information:
  - You are not required to enter statistics for domestic violence, dating violence or stalking for years prior to 2014.
  - To read the definition of a specific crime, select the underlined offense on the screen.
  - For more information about requesting statistics from the local police, read Chapter 4 in the handbook.

**Screen instruction:**

For each of the following crimes, enter the number reported.

**Directions:**

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## VAWA Offenses - Reported by Local Police

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For each of the following crimes, enter the number reported.

**Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).**

Crime	Total occurrences reported by police		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text"/>
b. <u>Dating violence</u>			<input type="text"/>
c. <u>Stalking</u>			<input type="text"/>

## Caveat:

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Arrests – On Campus

### Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*  
*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).*
- **Arrest** for Clery Act purposes is defined as *persons processed by arrest, citation, or summons.*
- Include:
  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.
- Do not count as arrests those incidents in which:
  - Police contact a juvenile who has committed no offense; and
  - Police take a juvenile into custody for his or her own protection, but no crime was committed.
  - A civil, not criminal, citation is issued.
- Not only should “arrests” in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.
- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about arrests, read Chapter 3 in the handbook.

### Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred On Campus.

### Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Arrests - On campus

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+ Disciplinary Actions

+ Unfounded Crimes

+ Fire Statistics

[SURVEY NAVIGATION/STATUS](#)Enter the number of Arrests for each of the following crimes that occurred On Campus.Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Invalid data type



Fatal error



Confirm or explain



Resolved explanation



Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Arrests – On-campus Student Housing Facilities

Note: Instructions in this user’s guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The number of arrests reported on this screen must be equal to or less than the number reported on the Arrests - On Campus screen. The statistics you enter on this screen should also be included on the Arrests - On Campus screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- Include:
  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.
- Do not count as arrests those incidents in which:
  - Police contact a juvenile who has committed no offense; and
  - Police take a juvenile into custody for his or her own protection, but no crime was committed.
  - A civil, not criminal, citation is issued.
- Not only should “arrests” in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.
- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices*

*or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about arrests, read Chapter 3 in the handbook.

#### **Screen instruction:**

Of those arrests for crimes that occurred On Campus, enter the number for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

## Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

U.S. Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

2015 Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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Arrests - On-campus Student Housing Facilities

Need help? [Click here for screen instructions](#)

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Unfounded Crimes

Fire Statistics

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	
b. Drug abuse violations	0	0	
c. Liquor law violations	0	0	

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Arrests – Noncampus

Note: Instructions in this user’s guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or*  
*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- **Arrest** for Clery Act purposes is defined as *persons processed by arrest, citation, or summons.*
- Include:
  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.
- Do not count as arrests those incidents in which:
  - Police contact a juvenile who has committed no offense; and
  - Police take a juvenile into custody for his or her own protection, but no crime was committed.
  - A civil, not criminal, citation is issued.
- Not only should “arrests” in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.
- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of*

*deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about the noncampus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about arrests, read Chapter 3 in the Handbook.

### **Screen instruction:**

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

### **Directions:**

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.



## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Arrests - Noncampus

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[SURVEY NAVIGATION/STATUS](#)Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Invalid data type



Fatal error



Confirm or explain



Resolved explanation



Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Arrests – Public Property

### Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Include:
  - The public sidewalk that borders your campus, the public street running along the sidewalk, and the public sidewalk on the other side of the street. Do not include anything beyond the second sidewalk.
  - Publicly owned or municipal parking facilities that border your campus.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- Include:
  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.
- Do not count as arrests those incidents in which:
  - Police contact a juvenile who has committed no offense; and
  - Police take a juvenile into custody for his or her own protection, but no crime was committed.
  - A civil, not criminal, citation is issued.
- Not only should “arrests” in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.
- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about the public property category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about arrests, read Chapter 3 in the handbook.

### Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

### Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Arrests - Public Property

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On-campus Student Housing Facilities

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Public Property

Reported by Local Police






[Disciplinary Actions](#)[Unfounded Crimes](#)[Fire Statistics](#)[SURVEY NAVIGATION/STATUS](#)Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Arrests – Local & State Police

### Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons*.
- Include:
  - Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
  - Juveniles taken into custody or arrested but merely warned and released without being charged. Count a juvenile as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
  - Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.
- Do not count as arrests those incidents in which:
  - Police contact a juvenile who has committed no offense; and
  - Police take a juvenile into custody for his or her own protection, but no crime was committed.
  - A civil, not criminal, citation is issued.
- Not only should “arrests” in the usual sense be included, but also any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for a violation of the law.
- Call-backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests.

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about arrests, read Chapter 3 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about requesting statistics from local law enforcement agencies, read Chapter 4 in the handbook.

#### **Screen instruction:**

For each of the following crimes, enter the number of Arrests reported.

## Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

U.S. Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

2015 Campus Safety and Security Survey

PHONE

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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Arrests - Reported by Local Police

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For each of the following crimes, enter the number of arrests reported.  
Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	2012	2013	2014
a. <a href="#">Weapons: carrying, possessing, etc.</a>	0	<input type="text" value="0"/>	<input type="text"/>
b. <a href="#">Drug abuse violations</a>	0	<input type="text" value="0"/>	<input type="text"/>
c. <a href="#">Liquor law violations</a>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Previous

Save

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## Disciplinary Actions – On Campus

### Information you need to complete this screen:

- **On Campus** means *Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*

*Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).*

- **Referred for disciplinary action** is defined for Clery Act purposes as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal*



*transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

■ Additional information:

- Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
- For more information about the on-campus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
- For more information about persons referred for disciplinary action, read Chapter 3 in the handbook.

**Screen instruction:**

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Directions:**

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Disciplinary Actions - On Campus

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Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.






If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Previous

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## Disciplinary Actions – On-campus Student Housing Facilities

Note: Instructions in this user’s guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

### Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The statistics you enter on this screen should also be included on the Disciplinary Actions - On Campus screen.
- The number of referrals for disciplinary action reported on this screen must be equal to or less than the number reported on the Disciplinary Actions - On Campus screen.
- **Referred for disciplinary action** for Clery Act purposes is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—*

*manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about persons referred for disciplinary action, read Chapter 3 in the handbook.

### Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

### Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Disciplinary Actions - On-campus Student Housing Facilities

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Enter the number of persons referred for disciplinary action for crimes that occurred in **On-campus Student Housing Facilities** for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Invalid data type



Fatal error



Confirm or explain



Resolved explanation



Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Disciplinary Actions – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property Clery geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*  
*Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to*

*a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

■ Additional information:

- Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
- For more information about the noncampus category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
- For more information about persons referred for disciplinary action, read Chapter 3 in the handbook.

**Screen instruction:**

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Directions:**

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Disciplinary Actions - Noncampus

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[SURVEY NAVIGATION/STATUS](#)Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



Invalid data type



Fatal error



Confirm or explain



Resolved explanation



Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Disciplinary Actions – Public Property

### Information you need to complete this screen:

- On **public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Include:
  - The public sidewalk that borders your campus, the public street running along the sidewalk, and the public sidewalk on the other side of the street. Do not include anything beyond the second sidewalk.
  - Publicly owned or municipal parking facilities that border your campus.
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal*

*transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

■ Additional information:

- Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
- For more information about the public property category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
- For more information about persons referred for disciplinary action, read Chapter 3 in the handbook.

**Screen instruction:**

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Directions:**

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Disciplinary Actions - Public Property

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Enter the number of persons referred for disciplinary action for crimes that occurred on **Public Property** for each of the following categories.  
**Do not include disciplinary actions that were strictly for school policy violations.**  
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

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## Disciplinary Actions – Reported by Local & State Police

### Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your Clery geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your Clery geographic areas.
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2012 and 2013 are pre-filled. If you need to correct data for 2013, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2012 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
  - For more information about persons referred for disciplinary action, read Chapter 3 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about requesting statistics from local law enforcement agencies, read Chapter 4 in the handbook.

#### Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

#### Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)[FORMS FOR PRINTING](#)[HELP](#)[LOGOUT](#)

## Disciplinary Actions - Reported by Local Police

**Need help? [Click here for screen instructions](#)**☐ Screening Questions☐ Criminal Offenses☐ Hate Crimes☐ VAWA Offenses☐ Arrests☒ Disciplinary Actions

On Campus

On-campus Student Housing Facilities

Noncampus

Public Property

**Reported by Local Police**☐ Unfounded Crimes☐ Fire Statistics[SURVEY NAVIGATION/STATUS](#)






Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	0	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	0	<input type="text" value="0"/>	<input type="text"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous](#)[Save](#)[Next](#)[Reset](#)

## Unfounded Crimes

### Information you need to complete this screen:

- Of those crimes that were reported to have occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on public property, enter the number of crimes that were unfounded.  
  
The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.
- If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”. Only sworn or commissioned law enforcement personnel may unfound a crime.
- Count unfounded crimes in the year in which they were originally reported.
- Additional information:
  - You are not required to enter Unfounded crimes for years prior to 2014.
  - For more information about Unfounded crimes, read Chapter 3 in the handbook.

### Screen instruction:

Enter the number of Unfounded crimes in the year in which they were originally reported.

### Directions:

1. Enter the Total number of unfounded crimes.
2. Select **Save** at the bottom of the screen to record your data.

## 2015 Campus Safety and Security Survey

PHONE

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Unfounded Crimes

Need help? [Click here for screen instructions](#)

- ☐ Screening Questions
- ☐ Criminal Offenses
- ☐ Hate Crimes
- ☐ VAWA Offenses
- ☐ Arrests
- ☐ Disciplinary Actions
- ☐ Unfounded Crimes
  - Unfounded Crimes
- ☐ Fire Statistics

[SURVEY NAVIGATION/STATUS](#)

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.






The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2012	2013	2014
a. <u>Total unfounded crimes</u>			<input type="text"/>

## Caveat:

 Invalid data type  Fatal error  Confirm or explain  Resolved explanation  Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous](#)[Save](#)[Next](#)[Reset](#)



## Fires – On-campus Student Housing Facilities

### Information you need to complete this screen:

- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*
- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*

This definition includes the following types of housing:

- Undergraduate, graduate, and married student housing.
- Single family houses that are used for student housing.
- Summer school student housing.
- Buildings that are used for student housing but also have faculty, staff or any other individuals living there. (Do not include faculty-only housing in this category. Institution-owned or controlled faculty-only housing that is located on the campus belongs only in the “on-campus” category.)
- Buildings that are owned by a third party that has a written agreement with your institution to provide student housing. It doesn’t matter whether the rent is paid to the third party by the institution on behalf of the students or paid directly by the students.
- Fraternity or sorority houses that are owned or controlled by your institution or are located on property that your institution owns or controls.
- Additional information:
  - For more information about the On-campus Student Housing Facilities category, read Chapter 2 in *The Handbook for Campus Safety and Security Reporting*.
  - For more information about disclosing fire statistics, read Chapters 11 and 13 in the handbook.

### Screen Instructions:

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you select **Save**, there will be an **Enter** button across from each facility that has 1 or more fires. For each of these facilities, select **Enter** to complete the fire statistics for that facility.

If your institution did not use a facility in 2014, click the **Make Inactive** link for that facility.

The number of on-campus student housing facilities must be equal to the number of On-campus Student Housing Facilities indicated in Screening Question 1.

**Directions:**

1. **If you are entering fire statistics for the first time**, enter the name and street address of each on-campus student housing facility. Be sure to include every facility whether or not there were any reported fires for the facility. The number of available fields matches the number of on-campus student housing facilities that you indicated for Screening Question 1. If you need to add a facility, select the **Add new housing facility** button on this screen. (If you have more than 20 facilities, the button will be located on the last page of your facilities list.) If you need to delete a facility, select the **Delete** link in the “Action” column on the applicable line. If you add or delete facilities, be sure to adjust the number in Screening Question 1 if necessary.
2. **If you previously entered fire statistics**, the names and addresses of your on-campus student housing facilities will be pre-filled. If you need to add a facility, select the **Add new housing facility** button. If a facility has since closed or is no longer being used for student housing, select the **Make Inactive** link.
3. Enter the number of fires reported for each facility for the previous calendar year.
4. After you enter the above information, select the **Save** button at the bottom of the screen.
5. For any facility that has 1 or more fires, there will be an active **Enter** button to the right of the number of fires. Select the button. You will be taken to the Fires by On-campus Student Housing Facility screen. Follow the instructions on that screen.

## 2015 Campus Safety and Security Survey



OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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## Fires - On-campus Student Housing Facilities

Need help? [Click here for screen instructions](#)

- ☐ Screening Questions
- ☐ Criminal Offenses
- ☐ Hate Crimes
- ☐ VAWA Offenses
- ☐ Arrests
- ☐ Disciplinary Actions
- ☐ Unfounded Crimes
- ☐ Fire Statistics

On-campus Student  
Housing Facilities  
Summary

[SURVEY NAVIGATION/STATUS](#)

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter" to complete the fire statistics for that facility. If your institution did not use a facility in 2014, click the "Make Inactive" link for that facility.

**The number of active On-campus Student Housing Facilities must be equal to the number of On-campus Student Housing Facilities indicated in Screening Question 1.**

[Add new housing facility](#)

Total Housing Facilities: 2

Current Page/Total Page(s): 1/1

Housing Facilities								
	Name of Facility	Street Address	2012	2013	Status	2014	Status	Action
			Number of Fires	Number of Fires		Number of Fires		
1	Facility 1	Facility 1	0 <a href="#">VIEW</a>	1 <a href="#">ENTER</a>	Not Updated	<a href="#">ENTER</a>	Not Updated	<a href="#">Make Inactive</a>
2	Facility 2	Facility 2	0 <a href="#">VIEW</a>	0 <a href="#">ENTER</a>	Updated	<a href="#">ENTER</a>	Not Updated	<a href="#">Make Inactive</a>
3								<a href="#">Delete</a>
Total			0	1		0		

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

- Invalid data type Fatal error Confirm or explain Resolved Explanation Overridden by Admin
- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
  - If you have a fatal error, you must fix it.
  - If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

[Previous](#)[Save](#)[Next](#)[Reset](#)

## Fires by On-campus Student Housing Facility

### Information you need to complete this screen:

- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*
- The applicable **categories** of fire for this screen are:
  - **Unintentional:** *A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.*
  - **Intentional:** *A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.* You must provide a brief description for each intentional fire. Do not simply write “arson.” The total number of intentional fires that you report must be equal to or less than the number of arsons you report on the Criminal Offenses-On-campus-Student Housing Facilities screen. (This is because attempted arsons are included on the Criminal Offenses-On-campus-Student Housing Facilities screen.)
  - **Undetermined:** *A fire in which the cause cannot be determined.*
- The applicable **causes** of fire for unintentional fires on this screen are:
  - Cooking
  - Smoking materials
  - Open flames
  - Electrical
  - Heating equipment
  - Hazardous products
  - Machinery/Industrial
  - Natural
  - Other
- **Fire-related injury** is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.*
  - Include:
    - Individuals who are transported to a medical facility (even if they refuse treatment at the facility).
    - Individuals who are treated at a temporary medical facility that is set up at the fire site.
- **Fire-related death** is defined as *any instance in which a person -*

- (1) *Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or*
- (2) *Dies within one year of injuries sustained as a result of the fire.*

- **Value of property damage** is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

Include the value of all property damage, even to property not owned or controlled by your institution. Your estimate for structural damage should be based on replacement value, not market value. Do not include any indirect losses. In addition to business interruption, indirect losses include the cost of emergency housing, personnel costs associated with subsequent cleanup and restoration, and lost tuition.

The applicable ranges to use are:

\$0 – 99	\$50, 000 – 99,999
\$100 – 999	\$100,000 – 249,999
\$1,000 – 9,999	\$250,000 – 499,999
\$10,000 – 24,999	\$500,000 – 999,999
\$25,000 – 49, 999	>\$1,000,000

### Screen instructions:

Enter all the required data for each fire. For help in completing the screen, select the **Need help?** **Click here for screen instructions** link at the top of the screen. After you complete this screen select **Save**. Next, select the **Return to Fires – On-campus Student Housing Facilities Screen** button.

### Directions:

1. Select the category of fire. If you select “Unintentional” there will be a drop-down box under the Cause of Fire heading. Select the appropriate cause. If you select “Intentional” write a brief description of the fire in the field under Cause of Fire. If you select “Undetermined” you will not be asked for the cause of the fire.
2. Next, enter the number of persons with fire-related injuries in the Fire-related injuries field.
3. Next, enter the number of fire-related deaths in the Fire-related deaths field.
4. Next, use the drop-down box to indicate the estimated amount of property damage.
5. When you have completed steps 1- 4, select the **Save** button on the bottom of the screen. Then select the **Return to Fires-On-Campus Student Housing Facilities Screen** button. The status of that housing facility will read “Updated.” If you return to the “Fires-On-campus Student Housing Facilities Screen without entering/selecting all of the required data, the status will read, “Updated (Incomplete).”

6. If you have additional housing facilities that had one or more fires, select the **Enter** button for each of them to repeat this process.
7. When you have completed the data entry process for all of your on-campus student housing facilities and have saved the data, select the **Next** button at the bottom of the screen. You will be taken to the “Fires-Summary” screen where you can review your data.

U.S Department of Education
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**2015 Campus Safety and Security Survey**

PHONE
OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)
User ID: C9000001

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### Fires by On-campus Student Housing Facility

Need help? [Click here for screen instructions](#)

Enter all the required data for each fire. For help in completing the screen, click on the "Need help? Click here for screen instructions" link at the top of the screen. After you complete this screen click on "Save." Next, click on the "Return to Fires - On-campus Student Housing Facilities Screen" button.

Housing Facility Name: **Facility 2**
Housing Facility Address: **Facility 2**

On-campus Student Housing Facility  
**2014**

	Category of Fire	Cause of Fire	Fire-related injuries	Fire-related deaths	Property damage	Action
1	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>		<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 50px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	Delete
Total			0	0		

**Caveat:**

Invalid data type
 Fatal error
 Confirm or explain
 Resolved explanation
 Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.)
- Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Save

Return to Fires - On-campus Student Housing Facilities Screen

## Fires – Summary

This is a read-only screen. It is designed to allow you to review your fire data without having to return to each individual data entry screen. If the data on this screen are correct, select the **Next** button. If the data are not correct, select the **On-campus Student Housing Facilities** link in the Navigation menu on the left side of the screen. On the “On-campus Student Housing Facilities” screen, select the applicable **Enter** button to make revisions for a particular facility.

U.S Department of Education

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PHONE

2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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Fires - Summary

Need help? [Click here for screen instructions](#)

Screening Questions

Criminal Offenses

Hate Crimes

VAWA Offenses

Arrests

Disciplinary Actions

Unfounded Crimes

Fire Statistics

On-campus Student Housing Facilities

Summary

Summary of Fires

	2012			2013			2014		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Facility 1	0	0	0	1	0	0	0	0	0
Facility 2	0	0	0	0	0	0	1	0	0
Total	0	0	0	1	0	0	1	0	0

Invalid data type

Fatal error

Confirm or explain

Resolved explanation

Overridden by Admin

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- If you have a fatal error, you must fix it.
- If you have a confirm or explain error, you must enter a confirmation or explanation in the pop-up box. (Do not use the caveat box for this purpose.) Then click on the Save button followed by the Refresh Screen & Close button. The error icon will turn to gray to indicate that you entered text in the box.

Previous

Next

# Reviewing and Submitting Your Survey

Before you can lock and submit your survey, you must review it for possible errors. Depending on your survey data, there are three possible screens to review:

<b>Review and Submit</b>	
<a href="#">Review Caveat/Campus Description</a>	Not confirmed
<a href="#">Review Intentional Fires</a>	Not confirmed
<a href="#">Check for Errors</a>	<b>You must complete this step before you can lock.</b>
<a href="#">AM I DONE? Click here for answer</a>	

## Caveat Review:

If you have entered any caveats, they will be migrated to the public website along with your data. For this reason, the caveats cannot contain the names of individuals or messages to the help desk. Please also review them for clarity, grammar, and spelling. If you have changed data for prior years, please make sure your caveat conforms to the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”

Next, click on the “Update and/or Confirm” button to save your changes or to confirm that no changes are needed.

Note that if you have not entered any caveats, you will not have a link to the Caveat Review screen.

Institution: **Sample University-Main campus (900000-001) (1)**

User ID: **C9000001**

Review Caveat

- The caveats below will be migrated to the public website along with your data. Please review them for clarity, grammar, and spelling.
- If you have changed data for prior years, please make sure your caveat conforms to the following format: For (YEAR), Line (X) was changed from (A) to (B) because (REASON).
- Next, click on the "Update and/or confirm" button to save your changes or to confirm that no changes are needed.

Criminal Offenses> On campus

For 2011, line g should be 1 to correct a data entry error.  
For 2012, line f was changed from 1 to 0 to correct a simple assault that was misclassified.

^

v

Update and/or Confirm

Close



**Intentional Fire Review:**

You must also review any intentional fire descriptions before you can lock your survey as they will also be migrated to the public site along with your data. An example of an acceptable description is “A student used a cigarette lighter to set fire to a poster on a hallway bulletin board.” An example of an unacceptable description is “Arson.”

Next, click on the “Update and/or Confirm” button to save your changes or to confirm that no changes are needed.

Note that if you have not entered any intentional fire descriptions, you will not have a link to the Intentional Fire Review screen.

Institution: Sample University–Main campus (900000-001) (1)

User ID: C9000001

Review Intentional Fires

- The intentional fire descriptions below will be migrated to the public website along with your data. Please review them for clarity, grammar, and spelling. An example of an acceptable description is "A student used a cigarette lighter to set fire to a poster on a hallway bulletin board." An example of an unacceptable description is "Arson."

Facility 2 (1) - 2013

Couch set on fire.

^

v

Update and/or Confirm

Close

## Check for Errors/Error Report:

Regardless of whether you entered any caveats or intentional fire descriptions, you must check for errors (and correct any that exist) before you can lock the survey. To do this, go to the **Survey Navigation/Status** screen. It will show **Check for Errors** and **Error Report** links. Follow these steps:

1. Select the **Check for Errors** link. You will be taken to an **Error Report**. This report displays a list of any errors and includes links to screens requiring updates.
2. If there are no errors, you will get the message, “The survey for (institution ID) is ready for locking.”
3. If the system has detected any errors, you must correct them before you can lock the survey. To correct an error, select the link adjacent to the error under the Options column. If you have an error that affects only one screen, the link will read, “Go to screen with error.” If you have a Global error, or an error that affects more than one screen, the link will read, “Return to data entry screens.” When you correct an error, save the screen. The **Error Report** will be updated and the associated line under the “Resolved” column will read “Yes” when you return to the report.

U.S Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

PHONE

2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

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Error Report

Need help? [Click here for screen instructions](#)

All errors must be resolved before the survey can be locked.

Source	Description	Severity	Resolved	Options
Global Errors				
	<p>You did not complete all of the required survey items. The following screens have missing information:</p> <ul style="list-style-type: none"><li>Arrests - On campus</li><li>Arrests - On-Campus Student Housing Facilities</li><li>Criminal Offenses - On-Campus Student Housing Facilities</li><li>Criminal Offenses - Public Property</li><li>Disciplinary Actions - On campus</li><li>Disciplinary Actions - On-Campus Student Housing Facilities</li><li>Disciplinary Actions - Public Property</li><li>Hate Crimes - On campus</li><li>Hate Crimes - On-Campus Student Housing Facilities</li><li>Hate Crimes - Public Property</li><li>Unfounded Crimes</li><li>VAWA Offenses - On Campus</li><li>VAWA Offenses - On-campus Student Housing Facilities</li><li>VAWA Offenses - Public Property</li></ul> <p>No other error checks can be made until the missing information is provided.</p>	Fatal	No	<a href="#">Return to data entry screens</a>
Screen-Specific Errors				
Screen: Criminal Offenses - On campus				
Screen Entry	<p>You have entered 1 Arson(s). Only fires that were determined through investigation to have been willfully or maliciously set should be classified as arson. Please confirm that the determination of arson was made by a sworn or commissioned law enforcement officer, a fire authority such as a fire marshal, or another individual trained in arson investigation by a fire authority.</p>	<a href="#">Explanation</a>	No	<a href="#">Go to screen with error</a>
Screen: Fires - On-campus Student Housing Facilities				
Screen Entry	<p>You have not entered all the required data on the Fires - On-campus Student Housing Facilities screen (2014). Facility Name: undefined.</p>	Fatal	No	<a href="#">Go to screen with error</a>

[Return to SURVEY NAVIGATION/STATUS](#)

4. Continue fixing your data until all errors have been resolved.

U.S Department of Education

OMB NO. 1840-0833 APPROVAL EXPIRES 4/30/2018

PHONE

2015 Campus Safety and Security Survey

SECURITY

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University-Main campus (900000-001) (1)

User ID: C9000001

[SURVEY NAVIGATION/STATUS](#)

[FORMS FOR PRINTING](#)

[HELP](#)

[LOGOUT](#)

Error Report

Need help? [Click here for screen instructions](#)

Source	Description	Severity	Resolved	Options
<b>Screen-Specific Errors</b>				
<b>Screen: Criminal Offenses - On campus</b>				
Screen Entry	You have entered 1 Arson(s). Only fires that were determined through investigation to have been willfully or maliciously set should be classified as arson. Please confirm that the determination of arson was made by a sworn or commissioned law enforcement officer, a fire authority such as a fire marshal, or another individual trained in arson investigation by a fire authority.	<a href="#">Explanation</a>	Yes	<a href="#">Go to screen with error</a>
Reason:	The fire was investigated by a trained person and determined to be arson.			

All errors were resolved for this institution.  
This survey is ready to be locked.

Lock this (900000-001) survey

Return to SURVEY NAVIGATION/STATUS

## Locking Your Survey

A survey must be locked before it is considered complete. After you conduct the error check and there are no errors detected by the survey system, you are ready to lock your survey. The **Survey Navigation/Status** screen will be updated to **Clean** and a **Lock** option will appear. The Campus Safety Survey Administrator (CSSA) is the only person who can lock the survey.

Locking the survey creates a read-only file and prevents additional updates. It is advisable to lock the survey only **AFTER** the data inputs have been thoroughly verified and deemed final.

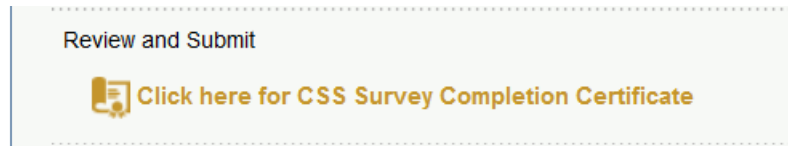
1. Select **Lock**.
2. Select **Continue with locking**.
3. Select **Return to Survey Navigation/Status screen**.

You must contact the Campus Safety Help Desk if you subsequently discover an error in your data and need to make changes.

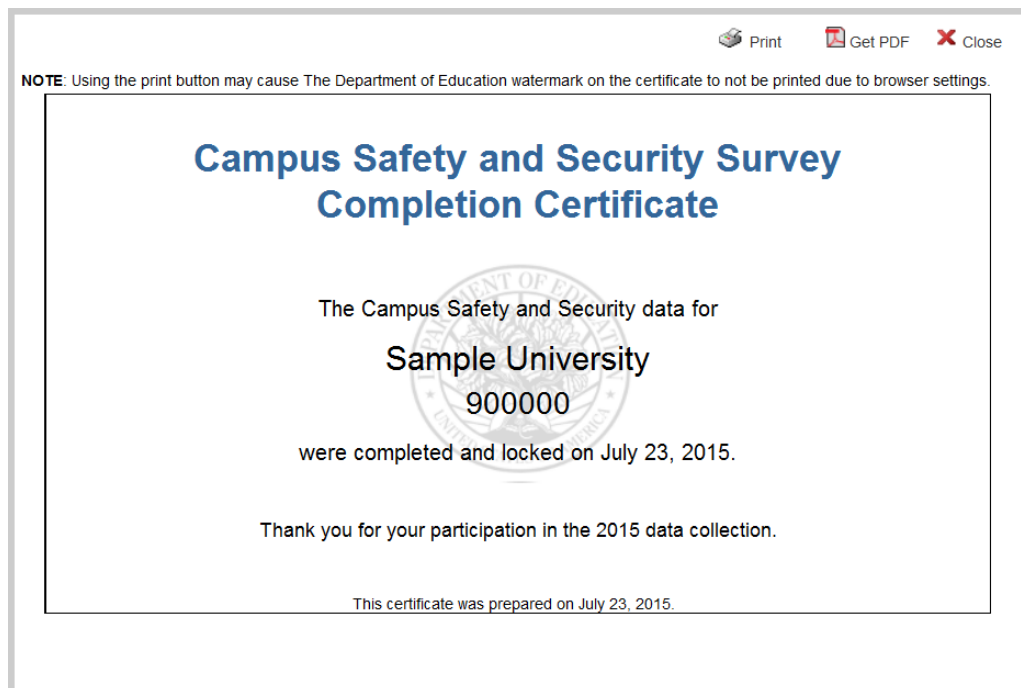
**Note: We strongly recommend that you keep a copy of your completed survey form for your records.**

## Print Campus Safety and Security Survey Completion Certificate

*After you lock your survey data, the survey system will not automatically send an e-mail.* To get confirmation of completion, go to the Survey Navigation/Status screen. At the bottom of the Survey Navigation/Status screen is the **“Click here for CSS Survey Completion Certificate”** link.



Select this link to print or get a PDF of the survey completion certificate.



## What Happens After Your Survey Data Have Been Locked?

Next, the survey data will be reviewed by content specialists. Note that although the survey system did not detect any errors, and you were able to lock your survey, there may still be errors, or questions about your data. If this is the case with your survey, an e-mail will be sent to the address on the Registration screen asking you to contact the help desk toll-free by telephone to correct an error or to clarify some specific data or some text in a caveat. For example, there may be a discrepancy between something written in a caveat, and the data on that screen.

## Migrating the Data to OPE's Public Website

After any questions have been resolved, or if there are not any questions, your institution's survey data will be migrated to the Office of Postsecondary Education's public website (also known as the Campus Safety and Security Data Tool) for anyone to access without a password. The site is located at: <http://www.ope.ed.gov/security>. Please note that it may take several weeks after your survey is locked before your data are migrated. This is because there are many surveys to review and they are reviewed in the order in which they were locked.

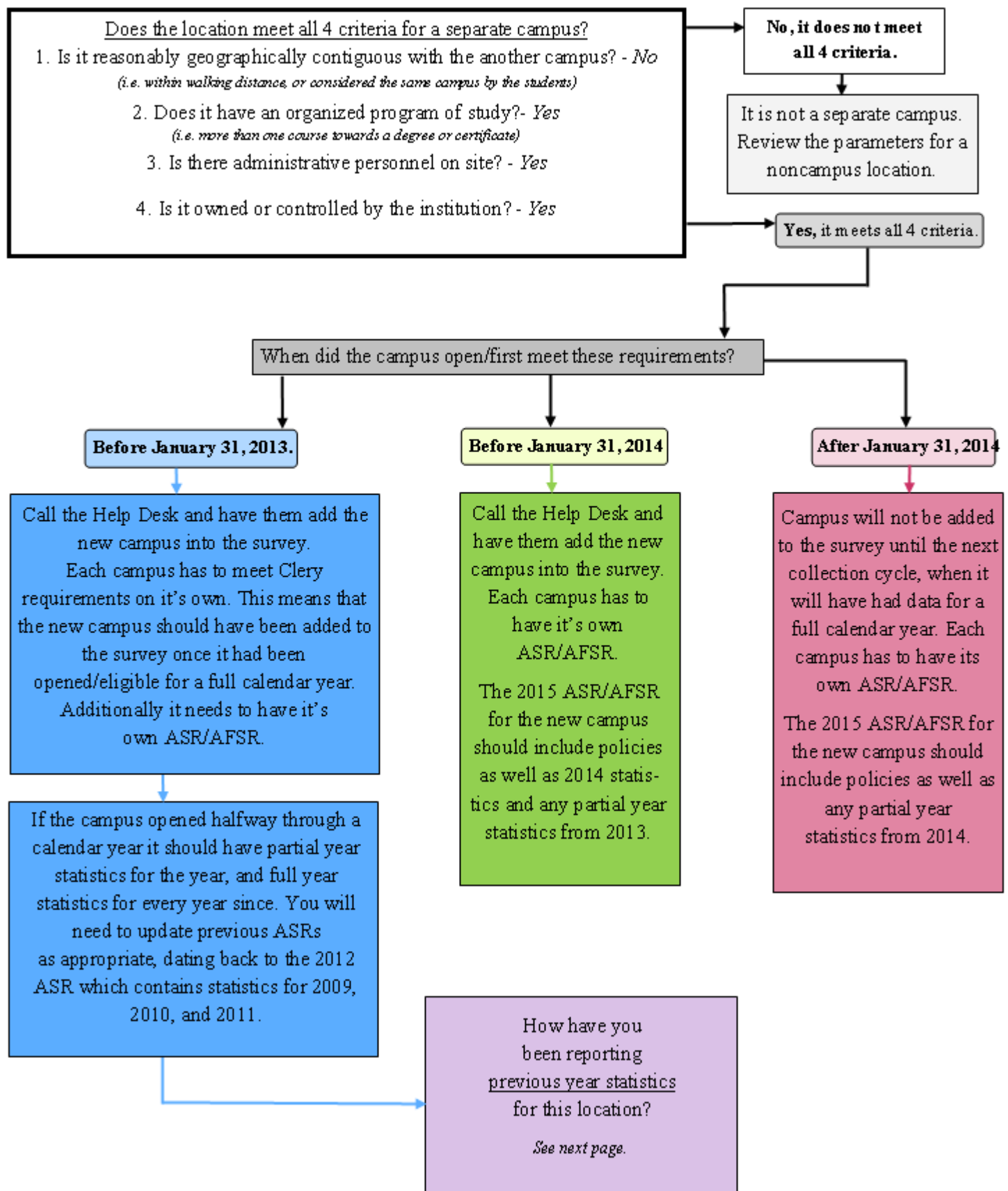
If you would like to access your institution's data after they have been migrated, go to the public website and select the first report option ("Get Data for One Institution"). Enter the name of your institution in the **Name of Institution** field, and select the **Search** button at the bottom of the screen. Then select the links to access the various survey screens.

To access prior years' data or aggregated data, select the appropriate report from the menu on the site's home page.

## **Appendix A**

### **Adding a Campus**

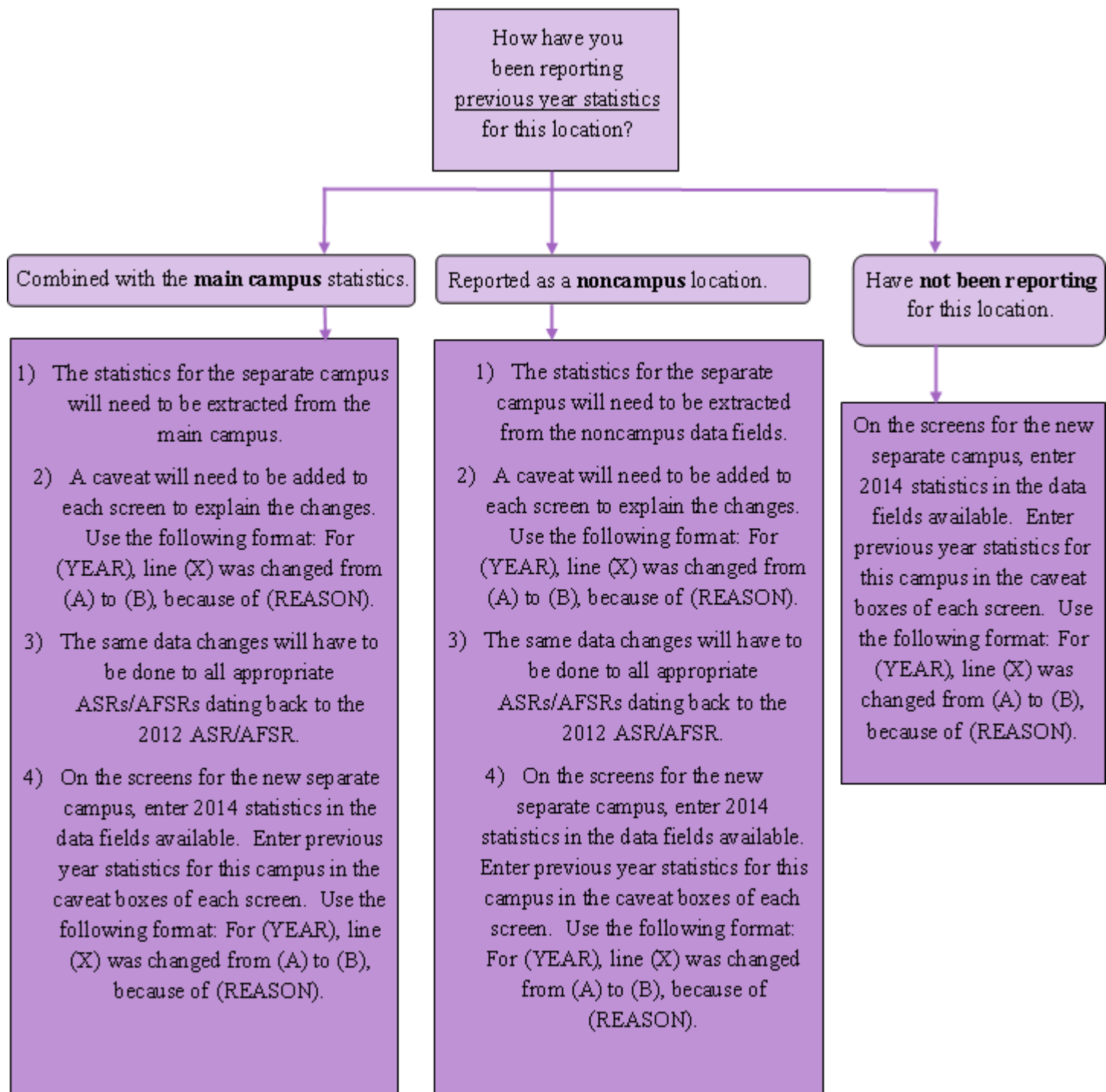
## Adding a Campus





## Adding a Campus

### (Part 2)



Make sure all updates are reflected in appropriate ASR/AFSRs.

*You can have one ASR for multiple campuses, but you have to distinguish each campus' statistics and applicable policies.*

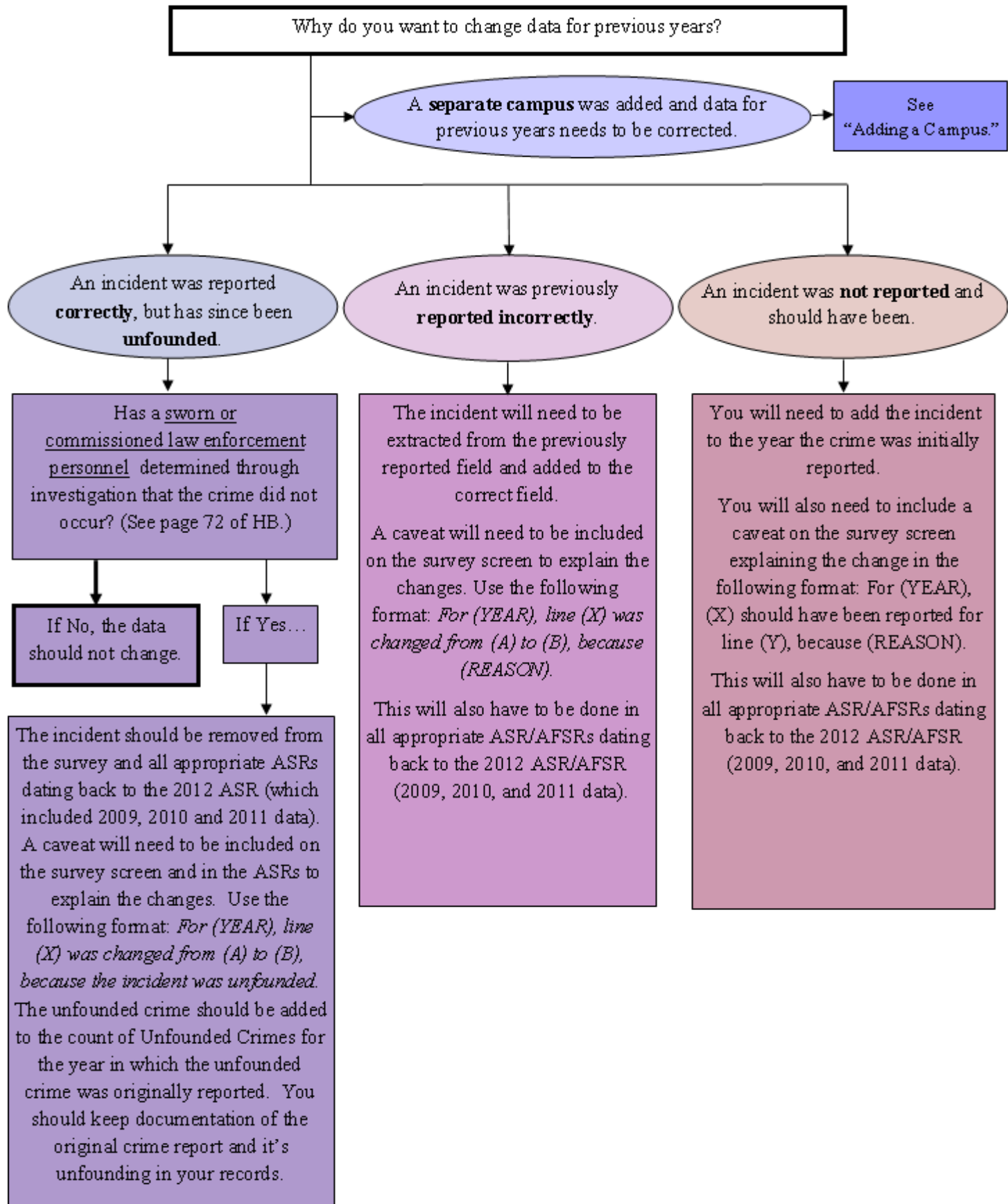
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## **Appendix B**

### **Changing Previous Year's Data**

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## Changing Previous Year's Data



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